ACTAAP

Arkansas Comprehensive Testing, Assessment, and Accountability Program

Pre-Assessment Meeting Handbook

Augmented Benchmark Examinations
Grades 3–8

Metropolitan Achievement Tests, Eighth Edition
(METROPOLITAN8) Grade K

Stanford Achievement Test Series, Tenth Edition
(SAT 10) Grades 1, 2, and 9

2009

Arkansas Department of Education

Table of Contents

Introduction

The purpose of this handbook is to provide district personnel with an overview of upcoming events for the Arkansas Comprehensive Testing, Assessment, and Accountability Program (ACTAAP). This handbook provides general information about the goals and components of the ACTAAP, focusing on testing schedules and information related to the administration of the Augmented Benchmark Examinations for grades 3–8; *Metropolitan Achievement Tests*, Eighth Edition (METROPOLITAN8) for grade K; and *Stanford Achievement Test Series,* Tenth Edition (SAT 10) for grades 1, 2, and 9.

Overview of ACTAAP

The goals for the ACTAAP are

- to improve classroom instruction and learning;
- to support public accountability by exemplifying expected achievement levels and reporting on student and school performance;
- to provide program evaluation data; and
- to assist policymakers in decision-making.

As the ACTAAP continues to evolve, it will offer the following:

- performance assessment of the core concepts, basic application of thinking skills, and problem-solving skills as defined by the Arkansas Curriculum Frameworks; and
- a variety of testing and assessment models, including portfolio assessment and performance tasks, which should encourage greater teacher involvement in the assessment process.

Overview of Criterion-Referenced (CRT) and Norm-Referenced (NRT) ACTAAP Testing

The Arkansas Department of Education (ADE) has contracted with Pearson for the design and development of testing items and the production, distribution, collection, and scoring of assessment materials of the criterion-referenced test (CRT) and norm-referenced test (NRT) components of the ACTAAP. These materials and procedures are currently developed under the direction of the ADE and advisory committees made up of content experts and educators from the State of Arkansas.

The Augmented Benchmark Examinations for grades 3–8 combine the CRT and NRT components. The SAT 10 comprises the NRT component of the Augmented Benchmark Examinations. The focus of testing at these grades is to identify those students who may be in need of remediation in the mathematics and English language arts curricula and in science for grades 5 and 7.

All test items and materials for the CRT portion of the Augmented Benchmark Examinations are field tested before moving into full implementation. Field test items are embedded in the assessment.

The METROPOLITAN8 will be administered to students in grade K. The SAT 10 will be administered to students in grades 1, 2, and 9.

Overview of the 2009 Assessment Schedule

Testing Schedule

The METROPOLITAN8 for grade K and the SAT 10 for grades 1, 2, and 9 will be administered during the window of April 6–17, 2009. Make-up testing must be completed within this time frame.

The Augmented Benchmark Examinations for grades 3–8 will be administered April 13–17, 2009. Make-up testing of sessions may be scheduled for any time after the missed test session.

Schedule of Events for METROPOLITAN8 (Grade K)

Event	Date
Districts receive *A Note to Parents* and *A Note to Educators* brochures, *District and School Test Coordinators' Manuals*, student Pre-ID labels, and information needed to return materials	March 16, 2009
Districts receive schools' secure test materials, Security Checklists, and *Test Administration Manuals*	March 23, 2009
Districts must complete the correction of any incorrect student information included on the label in APSCN/TRIAND	by April 10, 2009
Districts administer the METROPOLITAN8 at grade K	April 6–17, 2009
Deadline for districts to **ship** scorable test booklets for grade K	April 24, 2009
Deadline for shipping non-scorable materials	April 27, 2009

Please Note: All scorable and non-scorable materials for grades K, 1, 2, and 9 will be returned with scorable and non-scorable materials for grades 3–8; however, schools may ship scorable and non-scorable materials for grades K, 1, 2, and 9 early if materials are complete and ready. If all materials are inventoried and ready, districts are encouraged to ship their non-scorable materials with scorable materials as early as April 20, 2009.

Schedule of Events for SAT 10 (Grades 1, 2, and 9)

Event	Date
Districts receive *A Note to Parents* and *A Note to Educators* brochures, *District and School Test Coordinators' Manuals*, and information needed to return materials. Districts also receive schools' rulers, student Pre-ID labels, and answer documents	March 16, 2009
Districts receive schools' secure test materials, Security Checklists, and *Test Administration Manuals*	March 23, 2009
Districts must complete the correction of any incorrect student information included on the label in APSCN/TRIAND	by April 10, 2009
Districts administer the SAT 10 at grades 1, 2, and 9	April 6–17, 2009
Deadline for districts to **ship** scorable test booklets for grades 1 and 2 and answer documents for grade 9 only	April 24, 2009
Deadline for shipping non-scorable materials	April 27, 2009

Please Note: All scorable and non-scorable materials for grades K, 1, 2, and 9 will be returned with scorable and non-scorable materials for grades 3–8; however, schools may ship scorable and non-scorable materials for grades K, 1, 2, and 9 early if materials are complete and ready. If all materials are inventoried and ready, districts are encouraged to ship their non-scorable materials with scorable materials as early as April 20, 2009.

Schedule of Events for Augmented Benchmark Examinations (Grades 3–8)

Event	Date
Districts receive *A Note to Parents* and *A Note to Educators* brochures, *District and School Test Coordinators' Manuals*, rulers, math manipulatives (grades 3–6), protractors (grades 7 and 8), student Pre-ID labels, answer documents, and information needed to return materials	March 23, 2009
Districts receive schools' secure test materials, Security Checklists, and *Test Administration Manuals*	March 30, 2009
Districts must complete the correction of any incorrect student information included on the label in APSCN/TRIAND	by April 10, 2009
Districts administer the Augmented Benchmark Examinations	April 13–17, 2009
Districts **complete** the make-up testing, if necessary	April 20–22, 2009
Deadline for districts to **ship** scorable answer documents	April 24, 2009
Deadline for districts to **ship** non-scorable materials	April 27, 2009

Please Note: All scorable and non-scorable materials for grades K, 1, 2, and 9 will be returned with scorable and non-scorable materials for grades 3–8; however, schools may ship scorable and non-scorable materials for grades K, 1, 2, and 9 early if materials are complete and ready. If all materials are inventoried and ready, districts are encouraged to ship their non-scorable materials with scorable materials as early as April 20, 2009.

Test Session Schedule for METROPOLITAN8 (Grade K)

Assessment Schedule for Kindergarten—METROPOLITAN8			
Test	Estimated Preparation Time	Estimated Testing Time	Estimated Total Time
Practice Page	10 minutes	10 minutes	20 minutes
Mathematics (1–15) (non-calculator)	10 minutes	15 minutes	25 minutes
Mathematics (16–30) (non-calculator)	10 minutes	15 minutes	25 minutes
Sounds and Print (1–21)	10 minutes	15 minutes	25 minutes
Sounds and Print (22–40)	10 minutes	15 minutes	25 minutes

Test Session Schedule for SAT 10 (Grades 1, 2, and 9)

Assessment Schedule for Grade 1—SAT 10			
Test	Estimated Preparation Time	Estimated Testing Time	Estimated Total Time
Mathematics Problem Solving (Dictated) (non-calculator)	10 minutes	50 minutes	60 minutes
Reading Comprehension	10 minutes	40 minutes	50 minutes

Assessment Schedule for Grade 2—SAT 10			
Test	**Estimated Preparation Time**	**Estimated Testing Time**	**Estimated Total Time**
Mathematics Problem Solving (Dictated) (non-calculator)	10 minutes	50 minutes	60 minutes
Reading Comprehension	10 minutes	40 minutes	50 minutes

Assessment Schedule for Grade 9—SAT 10			
Test	**Estimated Preparation Time**	**Testing Time**	**Estimated Total Time**
Mathematics (calculator)	10 minutes	50 minutes	60 minutes
Writing	10 minutes	30 minutes	40 minutes
Reading Comprehension	10 minutes	40 minutes	50 minutes

Test Session Schedule for Augmented Benchmark Examinations (Grades 3–8)

The Augmented Benchmark examinations will consist of 10 forms per grade.

Assessment Schedule for Grades 3, 4, 6, and 8				
Day	**Session**	**Subject and Number of Items**	**Testing Time**	**Total Testing Time**
Monday April 13, 2009	NA	No Testing	NA	NA
Tuesday April 14, 2009	M1 (1) M2 (2) W3 (3)	Mathematics—10 multiple-choice items (non-calculator) Mathematics—3 open-response items (calculator) Writing—1 open-response item	15 minutes 45 minutes 45 minutes	1 hour, 45 minutes
Wednesday April 15, 2009	M4 (4) M5 (5) W6 (6)	Mathematics—20 multiple-choice items (calculator) Mathematics—3 open-response items (calculator) Writing—1 open-response item	30 minutes 45 minutes 45 minutes	2 hours
Thursday April 16, 2009	R7 (7) R8 (8) R9 (9) R10 (10) W11 (11)	Reading—8 multiple-choice items and 1 open-response item Reading—8 multiple-choice items and 1 open-response item Reading—8 multiple-choice items and 1 open-response item Reading—8 multiple-choice items and 1 open-response item Writing—8 multiple-choice items	30 minutes 30 minutes 30 minutes 30 minutes 15 minutes	2 hours, 15 minutes
Friday April 17, 2009	M12 (12) W13 (13) R14 (14)	Mathematics—30 multiple-choice items (calculator) Writing—30 multiple-choice items Reading—30 multiple-choice items	45 minutes 30 minutes 60 minutes	2 hours, 15 minutes
Total testing time for grades 3, 4, 6, and 8 is 8 hours, 15 minutes.				

Note: Fifteen-minute breaks are suggested after M2, M5, R8, R10, M12 (if needed), and W13 (if needed). Lunch and other breaks can be added to the schedule between sessions if needed. Testing sessions must be completed at the conclusion of the school day.

Assessment Schedule for Grades 5 and 7				
Day	Session	Subject and Number of Items	Testing Time	Total Testing Time
Monday April 13, 2009	S1 (1) S2 (2) S3 (3)	Science—13 multiple-choice items and 2 open-response items Science—13 multiple-choice items and 2 open-response items Science—13 multiple-choice items and 2 open-response items	50 minutes 50 minutes 50 minutes	2 hours, 30 minutes
Tuesday April 14, 2009	M4 (4) M5 (5) W6 (6)	Mathematics—10 multiple-choice items (non-calculator) Mathematics—3 open-response items (calculator) Writing—1 open-response item	15 minutes 45 minutes 45 minutes	1 hour, 45 minutes
Wednesday April 15, 2009	M7 (7) M8 (8) W9 (9)	Mathematics—20 multiple-choice items (calculator) Mathematics—3 open-response items (calculator) Writing—1 open-response item	30 minutes 45 minutes 45 minutes	2 hours
Thursday April 16, 2009	R10 (10) R11 (11) R12 (12) R13 (13) W14 (14)	Reading—8 multiple-choice items and 1 open-response item Reading—8 multiple-choice items and 1 open-response item Reading—8 multiple-choice items and 1 open-response item Reading—8 multiple-choice items and 1 open-response item Writing—8 multiple-choice items	30 minutes 30 minutes 30 minutes 30 minutes 15 minutes	2 hours, 15 minutes
Friday April 17, 2009	S15 (15) M16 (16) W17 (17) R18 (18)	Science—30 multiple-choice items Mathematics—30 multiple-choice items (calculator) Writing—30 multiple-choice items Reading—30 multiple-choice items	45 minutes 45 minutes 30 minutes 60 minutes	3 hours
Total testing time for grades 5 and 7 is 11 hours, 30 minutes.				

Note: Fifteen-minute breaks are suggested after S1, S2, M5, M8, R11, R13, S15 (if needed), M16, and W17 (if needed). Lunch and other breaks can be added to the schedule between sessions if needed. Testing sessions must be completed at the conclusion of the school day.

Overview of Test Materials

There should be at least one Test Administrator appointed for each group of approximately 25 students. Test Administrators are responsible for attending local test administration training, including discussion of test schedule and procedures, how to appropriately provide accommodations, and to obtain answers to any questions they may have.

Student Test Materials

Test Booklets and Answer Documents

For each grade, all subjects are contained in a single test booklet. Pertinent directions are printed at the beginning of each testing session. The test booklets are secure documents. Test security guidelines dictate that test booklets are not to be examined before the test administration. Each test booklet contains a sequential, unique document security ID number. This ID number is for document security purposes only. Students in grades K–2 will mark their answers in scannable test booklets. Students in grades 3–9 will mark their answers in separate, scannable answer documents. To ensure they can be properly scored, scannable booklets must not be folded, clipped, stapled, taped, or torn. Extraneous materials (rulers, protractors, manipulatives, extra sheets of paper*, etc.) in scannable booklets cannot be processed and will cause the scanner to stop. Students are provided boxed areas in which to respond to the open-response items. Open responses will be scored using Image Scoring (online scoring). Any response that falls outside the box will NOT be scored. Students must confine their responses to the space provided. Upon completion of testing, after test materials have been collected from students, Test Administrators must verify that:

- there are no stray marks in the multiple-choice areas of the student scannable booklets or in the "For Teacher Use Only" box on the cover (any stray marks must be erased);
- students have recorded all of the information in the correct manner in their scannable booklets or answer documents;
- there are no extraneous materials (rulers, protractors, manipulatives, extra sheets of paper*, etc.) inside the answer documents or test booklets; and
- the test booklet form letter is correctly coded on the back cover of the answer document (grades 3–8).

* Except for students in grades 1 and 2, students are not allowed to use scratch paper. For all other grades, the use of scratch paper is considered a breach of security.

Mathematics Manipulatives, Rulers, and Protractors

Students taking the Augmented Benchmark Examinations and SAT 10 may need to use a ruler to answer some mathematics items. Students taking the Augmented Benchmark Examinations in grades 7 and 8 may also need a protractor. Protractors will be provided in packages of 10 only to students in grades 7 and 8. Rulers will be provided in packages of 5 (8 per page) and should be provided to all students being tested with the Augmented Benchmark Examinations or SAT 10.

Students taking the Augmented Benchmark Examinations at grades 3–6 will also need manipulatives to answer some mathematics items. These manipulatives will be provided in packages containing 10 sheets of green multi-shaped pattern blocks and 10 envelopes. Test Administrators will be provided with instructions for separating or having students separate the pattern blocks and placing them in an envelope along with a ruler. Not all students in grades 3–6 will need the manipulatives, but because it will not be possible to identify students who will need them, all students in these grades should receive the pattern blocks.

Mathematics Reference Sheet

NRT Mathematics Reference Sheets are provided in the test booklets for the Augmented Benchmark Examinations (grades 7 and 8) and for the SAT 10 (grade 9). The CRT Mathematics Reference Sheets (grades 3–8) are provided as separate single sheets sent with your secure test materials. Students may reference these sheets as needed. Under no circumstances should NRT Mathematics Reference Sheets be detached from the test booklets. Detaching or photocopying the NRT or CRT Mathematics Reference Sheets compromises the integrity of the test and is a breach of security.

Large Print and Braille Test Booklets

Large Print and Braille test booklets are available for grades 2–9 for the SAT 10 and the Augmented Benchmark Examinations. Large Print and Braille editions are not available for grades K and 1. The District Test Coordinator must request Large Print and Braille editions for students during the additional order window. The additional order window through SchoolHouse (http://ncsschoolhouse.com) is open from March 16–April 2, 2009 for the SAT 10 and from March 23–April 9, 2009 for the Augmented Benchmark Examinations.

For students using Braille and Large Print editions, responses must be transcribed into the appropriate standard scannable booklet or answer document.

Student Pre-Identification (Pre-ID) Labels

Pre-ID labels are included in the first shipment, due in districts on March 16, 2009, for the METROPOLITAN8 and SAT 10 and on March 23, 2009, for the Augmented Benchmark Examinations. Student Pre-ID labels will contain district and school information, the student's name, state reporting ID, birth date, gender, ethnic background, ESI code, LEP status, Free and/or Reduced Lunch status, and Highly Mobile status (see sample on page 45). Labels are provided for use on the answer documents (grades 3–9) or test booklets (grades K–2) so that student information will not need to be entered and gridded for those students for whom labels have been provided. If a student does not have a label, the demographic information must be entered and gridded. The labels will be provided to each school by grade in alphabetical order by student last name and will need to be separated and sorted by testing classroom/group. If a label is torn or damaged during the separation process, **DO NOT USE** it. Instead, enter and grid all information on the answer document (grades 3–9) or test booklet (grades K–2) for that student.

Prior to applying the student labels to answer documents and test booklets, school districts are required to check the information for accuracy. If the student name, ten-digit state reporting ID number, and date of birth are correct, the label MUST be used. Any inaccurate information included on the label MUST be corrected in APSCN/TRIAND by the end of the day Friday, April 10, 2009. This corrected student information will determine the reporting categories for AYP and state accountability purposes. No changes in student data can be made after shipment to Pearson. If the student name, date of birth, and **ten-digit state reporting ID** are correct on the Pre-ID label, it **MUST be used** even if any of the other information is **incorrect**.

If the student ID number, name, or date of birth is **incorrect**, do not use the label; instead grid the document. **Student information entered and gridded in Boxes 2–6 as well as the ESI Codes, Free and/or Reduced Lunch, Limited English Proficient (LEP), and Highly Mobile sections of the "For Teacher Use Only" box of the demographic page will NOT be picked up by the scanner if a student label is affixed.** All of the information must be entered and gridded for students for whom labels were not provided.

It is extremely important that labels be affixed correctly so that the scanning equipment can properly read the barcode. There is only one location for the label to be affixed properly. Placement of the label anywhere else on the back cover of the answer document for grades 3–9 or test booklet for grades K–2 will prevent the scanner from reading the label. In this event, the answer document or test booklet must be handled manually.

Whether or not a label is used, information requested in Box 1 (Student/School/Teacher Information) MUST be entered (either by the student prior to the start of testing on Day 1 or by the Test Administrator prior to distributing test booklets or answer documents to students). **All** students in grades 3–8 must code their test booklet form in the appropriate box (Box 7).

After all testing is done, the "For Teacher Use Only" box (Box 8) must be completed. If a student label has been used, it is not necessary to code the circles for ESI Codes, Free and/or Reduced Lunch, Highly Mobile, Limited English Proficient (LEP) in the "For Teacher Use Only" box. This information is already contained in the label and will override information coded in the "For Teacher Use Only" box. Only those sections of the "For Teacher Use Only" box that have an asterisk (Special Education Accommodations, Migrant Student, Gifted and Talented, LEP Student less than one year in the U.S., Monitored Former LEP (MFLEP), and LEP Accommodations) need to be completed as appropriate if a student label is used.

Administrative Test Materials

District/School/Classroom Identification Sheet (Header Sheet)

Do NOT make any changes to the preprinted information on the Header Sheet. If additional Header Sheets are needed, please contact your District Test Coordinator. Boxes 2, 5, and 6 will need to be completed on the Header Sheet.

For a school to receive class-level reporting, the School Test Coordinator must grid the teacher's name in box 2 of the Header Sheet in order to identify this as a class grouping. One (1) Header Sheet must be completed for each class (group) tested with the Augmented Benchmark Examinations, METROPOLITAN8, or SAT 10.

District Master File Sheet

Directions for Completing the District/School MFS

1. Examine the District MFS to verify that all schools and tested grades are included on the preprinted list. If a school or a tested grade is not included, add the missing school or grade to the MFS.

2. Your School LEA number should be printed in the first column.

3. In the Building Name column, if a preprinted school name is incorrect, DO NOT CHANGE the preprinted name of the school. Contact and report inaccuracies to ADE.

4. In the Building Name column, the school name may be truncated.

5. In the Number of Groups column, enter the number of teacher groups for the specified school(s) that are returning documents.

6. In the Number of Documents column, enter the total number of scorable used answer documents or scorable used test booklets for each grade in the school.

7. In the TOTALS line at the bottom of the Number of Documents column, enter the total number of used scorable answer documents or test booklets across all grades in your district.

8. The District/School MFS can be photocopied in order to keep accurate records for both the NRT and CRT administrations if returning scorable materials at different times.

NOTE: The District MFS will be placed in the Security Envelope and on top of the scorable materials in Box 1 of the box(es) of scorable materials (with orange labels) returned to Pearson. Set aside the School MFS(s) to keep for your records. **Ship only the District Master File Sheets.**

11

Procedures

Ten-Digit State Reporting ID/Social Security Number

A ten-digit state reporting ID or Social Security number is required for the ACTAAP. Student identification numbers are included on student Pre-ID labels but must be verified for accuracy. If a student does not currently have a state reporting ID, the student is to use his or her Social Security number with a zero in front of the Social Security number. State reporting ID numbers/Social Security numbers will be suppressed on the home copy of the student report. Districts should be advised to have student state reporting ID/Social Security numbers available on the first day of testing. The Arkansas Department of Education will provide districts with a range of federally assigned identification numbers to use if parents object to providing their student's Social Security numbers or none is available (see Director's Memo ACC-01-028, created September 25, 2000). Please contact **Donna Wolfe** at the ADE at **501-682-4252** for additional information.

Requirements for Student Test Materials

During ACTAAP testing, students must use the same test booklet and answer document given to them at the beginning of testing. The test booklet and answer document for each student must be kept together throughout ALL sessions (grades K–2 students will be answering directly in the test booklet). Therefore, it is strongly advised that students be tested in the same group each day. Student names should be recorded on both the test booklet and answer document.

Materials During Testing—Students cannot have any materials (e.g., books, magazines, newspapers, homework, etc.) except testing materials during the testing sessions. If students finish a session early, they may review only the current session test answers and then sit quietly. After the completion of the last of either the Augmented Benchmark Examination or SAT 10 mathematics session, collect rulers, manipulatives, and/or protractors from students. Remind students to write legibly, check their own work to assure it is complete, and completely erase incorrect responses to multiple-choice items to ensure accurate results.

Note: Rulers, mathematics manipulatives, and protractors **DO NOT** need to be returned to Pearson.

Note: Only No. 2 pencils may be used on the grades K–2 test booklets and the grades 3–9 answer documents. No other writing tools or devices, including crayons, colored pencils, highlighters, and/or mechanical pencils are permitted. Adhesive notes or other markers are also prohibited. This limitation on writing tools is based on both scoring and testing protocols. The scanning of test booklets and/or answer documents can be compromised by the use of certain writing instruments. Students may use a No. 2 pencil to underline or check/circle items or key words for future reference. **Care should be taken not to penetrate the surface of the paper.**

Scratch Paper—Unauthorized scratch paper is a breach of security. **No scratch paper may be provided for Kindergarten and grades 3–9.** Students in grades 3–9 only may utilize blank spaces in their test booklets to write. Scratch paper can be provided for students in grades 1 and 2. If students in grades 1 and 2 use scratch paper, the additional Pre-ID labels provided for students must be affixed to the scratch paper in the top right-hand corner and scratch paper must be included in the Non-Scorable Material Return Shipment. If a student does not have a Pre-ID label, then the student's ID Number, name, and school must be written on the scratch paper. Even if a student does not use scratch paper, but has access to it, that paper must still be returned to Pearson. For open-response items, students must show all of their work in the spaces provided in the answer documents. Any work recorded in the test booklets for grades 3–9 will NOT be scored. Only work recorded in the answer documents will be scored.

Highlighters—Highlighters may be used on the test booklets for grades 3–9 ONLY. NO highlighters may be used on the answer documents or test booklets for grades K–2.

Electronic Devices—No electronic devices with photographic capability shall be accessible at any time during test administration [Arkansas Code 6-18-502(b)]. Other electronic equipment that allows for communication among students shall not be accessible at any time during test administration (e.g., cell phone, iPod®, MP3 player).

Transferring Materials from District to District

It is critical that materials be inventoried as soon as they are received so that additional materials can be ordered if necessary. In an emergency case, materials may be transferred from one district to another.

If secure materials, including grades K–2 *Test Administration Manuals*, are transferred from one district to another, the District Test Coordinator must complete and fax the Secure Material Transfer Form to ADE **and** to Pearson (see form page 55). The District Test Coordinator must follow all instructions on the form to ensure that test security is maintained. Additionally, districts must note the transfer on the appropriate School Security Checklist(s). If there are special circumstances please contact ADE. Additional materials can be ordered through SchoolHouse (http://ncsschoolhouse.com/) from March 16–April 2, 2009 for the METROPOLITAN8 and SAT 10 and from March 23–April 9, 2009 for the Augmented Benchmark Examinations.

Note: On pages 43–44 of this manual are Additional Order Forms (grades K–2 and 9; grades 3–8) that can be used for your convenience to assist you in notating what materials are needed. It is not necessary to send these forms to Pearson; all additional materials need to be ordered through SchoolHouse. These forms can be copied from this manual if needed.

The transfer of secure materials must be handled by someone currently licensed by the ADE as an Arkansas teacher or administrator. Transfer of secure materials must be done either by hand delivery or by a method that is trackable (FedEx or UPS). Be sure to keep all paperwork related to the shipment.

Non-secure materials, including unused/blank answer documents, rulers, protractors, manipulatives, *Test Administration Manuals* for grades 3–9, *A Note to Parents* brochures, etc., may be transferred to another district without documentation and without contacting Pearson or ADE.

Any materials may be transferred **within** a district by an Arkansas licensed teacher or administrator without documentation being sent to Pearson or ADE.

Guidelines for Students to be Tested

The Augmented Benchmark Examinations, METROPOLITAN8, and SAT 10 should be administered to all students who can be tested under standardized conditions, with or without accommodations.

The following guidelines apply to exceptional students.

Disabled Students (P.L. 94-142)

Students identified as disabled pursuant to P.L. 94-142 and under Section 504 of the Rehabilitation Act of 1973, as amended, should participate in the Augmented Benchmark Examinations, METROPOLITAN8, and SAT 10 if their Individualized Educational Plans (IEPs) indicate that testing is appropriate, with or without accommodations. Students in School Age Programs (DDS) are to be tested. This requirement began with the 2002–03 school year. Additionally, students in Day Treatment Programs are to be assessed (see Director's Memo IA-04-110, created 05/13/2004).

A student's Exceptional Student Identification (ESI) code is included on the student pre-identification (Pre-ID) label and does not need to be coded in the "For Teacher Use Only" box on the answer document for grades 3–9 or the test booklet for grades K–2 if a label is used and the information is correct. If a student's ESI code is incorrect on the Pre-ID label, please make corrections in APSCN/TRIAND by April 10, 2009. If a student label is not used for a disabled student, the Test Administrator must code the "For Teacher Use Only" box. Specific directions for coding the "For Teacher Use Only" box are provided in the *Test Administration Manuals* and in this manual. Students identified as disabled will receive an Individual Student Report and will be included in the Special Education Summary Report, as well as in the Combined Population Report. Do not code the accommodations section for 504 students. However, these students may still receive accommodations specified in the students' 504 Plans and used regularly in the classroom.

If a student's IEP indicates that it is inappropriate for a student to take the Augmented Benchmark Examinations, that student should participate in the Alternate Portfolio Assessment System.

Limited English Proficient (LEP) Students

Limited English Proficient (LEP) students taking the Augmented Benchmark Examinations, METROPOLITAN8, or SAT 10 should be tested, with or without accommodations.

Identification of a student as LEP is included in the student Pre-ID label and does not need to be coded in the "For Teacher Use Only" box if a label is used and the information is correct. If a student's LEP code is incorrect on the Pre-ID label, please make corrections in APSCN/TRIAND by April 10, 2009. If a student label is not used for an LEP student, the Test Administrator must fill in the circle labeled "Limited English Proficient" in the "For Teacher Use Only" box. Specific directions for coding the "For Teacher Use Only" box are provided in the *Test Administration Manuals* and in this manual. Students identified as LEP will receive an Individual Student Report and will be included in the Limited English Proficient Summary Report, as well as in the Combined Population Report.

The Language Placement and Assessment Committee (LPAC) determines the appropriate accommodations for LEP students on an individual basis. Accommodations are listed in the approved accommodations list on page 25 and must be used regularly in the classroom.

First-Year Limited English Proficient (LEP) Students

LEP students enrolled in their first year in a school in the U.S. who are scheduled to participate in the Augmented Benchmark Examinations must take the Mathematics and Science portions but are not required to be tested in Literacy (Reading and Writing). If the Language Placement and Assessment Committee (LPAC) believes it is appropriate, a first-year LEP student may also take the Literacy portions of the Augmented Benchmark Examinations, SAT 10, or METROPOLITAN8.

To identify first-year LEP students, the Test Administrator must code each student's answer document or test booklet by filling in the circle labeled "LEP student less than one year in the U.S." in the "For Teacher Use Only" box. This information is not included in the student Pre-ID label. Specific directions for coding the "For Teacher Use Only" box are provided in the *Test Administration Manuals* and in this manual. First-year LEP students whose answer documents have been properly coded will not be included in the AYP calculations for 2009. Once the answer documents and scorable test booklets are returned for scoring, students cannot be reassigned. If the circle for "LEP student less than one year in the U.S." is not filled in, that student will be included in the AYP calculations.

Monitored Former Limited English Proficient (LEP) Students

Any student who is year one or two as a Monitored Former LEP (MFLEP) student should be tested.

Monitored Former LEP (MFLEP) students include:

1. Students who have transitioned out of a language instruction educational program funded by Title III into classrooms that are not tailored for LEP students;

2. Students who are no longer receiving LEP services and who are being monitored for academic content achievement for 2 years after the transition; and

3. Students who were identified as LEP at some time in the prior two years but who no longer meet the State's definition of LEP.

(For more information, see 2008 CSPR Section 1.6.3.6, Title III Served Monitored Former LEP Students; Assessment and Accountability for Recently Arrived and Former Limited English Proficient (LEP) Students, Non-Regulatory Guidance, MAY 2007, Office of the Elementary and Secondary Education, U.S. Department of Education: http://www.ed.gov/policy/elsec/guid/lepguidance.doc)

Transfer Students

Any student who is enrolled in school on or before the first day of testing should be tested. Students transferring from another Arkansas school district should complete all testing as scheduled. The District Test Coordinator is responsible for ensuring that the transfer student continues and completes testing using the same form (grades 3–8), for arranging for the secure transfer of the original test booklet (K–2) or answer document (3–9), for ensuring that only one complete test booklet (K–2) or answer document (3–9) is sent in for scoring, and for ensuring that the demographic page is properly coded. All procedures for the transfer of secure materials and, if required, the transcription of student responses should be followed. Call the ADE with any questions about testing transfer students.

Migrant Students

To identify migrant students, the Test Administrator must code each student's answer document or test booklet by filling in the circle labeled "Migrant Student" in the "For Teacher Use Only" box. This information is not included in the student Pre-ID label. Specific directions for coding the "For Teacher Use Only" box are provided in the *Test Administration Manuals* and in this manual.

Students should be identified as migrant if they meet the following guidelines:

Children of migratory agricultural workers or migratory fishers, including children who are workers themselves and the spouses of such workers, who have been identified by the Migrant Education Program (MEP) as migrant children.

For questions related to migrant student information, the District Test Coordinator should contact Stan Young or Penny Farrar at 501-324-9660.

Highly Mobile Students

Any student enrolled in the school or moving between schools in the district after October 1, 2008, should be identified as highly mobile.

A student's highly mobile status is included on the student Pre-ID label and does not need to be coded on the answer document or test booklet if a label is used and the information is correct. If a student Pre-ID label is not used for a highly mobile student or if the information is not correct, the Test Administrator must code the student's answer document or test booklet by filling in the circle labeled "Highly Mobile" in the "For Teacher Use Only" box. Specific directions for coding the "For Teacher Use Only" box are provided in the *Test Administration Manuals* and in this manual.

For ALE, see the Accountability Workbook, 10.01, located on the ADE website.

Foreign Exchange Students

Foreign exchange students enrolled in grades K–9 must take the Augmented Benchmark Examinations, METROPOLITAN8, or SAT 10, as appropriate. A foreign exchange student may be coded "LEP student less than one year in the U.S." in the "For Teacher Use Only" box. In this case, the student will receive a student report and will count toward the 95% tested for AYP purposes, but the student's scores will not be included in school, district, or state summary reports. If the circle labeled "LEP student less than one year in the U.S." is not coded, the student's scores will be included in all summary reports.

Alternative Learning Environment Students

Alternative Learning Environment (ALE) students shall participate in the Augmented Benchmark Examinations, METROPOLITAN8, and SAT 10. The testing location may be decided by the district. Test Administrators must be currently licensed by the ADE as a teacher or administrator and be trained. Test materials must be kept secure at all times.

Students to be Tested

All students who are able to test under standardized conditions, with or without allowable accommodations, are required to take the Augmented Benchmark Examinations in grades 3–8; METROPOLITAN8 for grade K; or SAT 10 for grades 1, 2 and 9.

All students, including the following, should be tested:

- Title I students—all students identified as Free and/or Reduced Lunch
- Transfer students—any student enrolled on or before the first day of testing must be tested
- LEP students—should be tested, with or without accommodations
- Disabled students—should be tested if their IEPs indicate testing is appropriate, with or without allowable accommodations
- ALE students
- Foreign exchange students

Exceptions:

- Home-schooled students
- Home-bound students
- Incarcerated students
- Students in Residential Treatment Centers
- Students in Juvenile Detention Centers

Test Security

Arkansas Department of Education Test Security Guidelines

Maintaining <u>test security</u> is a very serious responsibility for all Arkansas currently licensed personnel. Breach of test security is one of the actions for which teaching/administrative licenses can be revoked.

Districts must have a system in place to ensure that all materials are accounted for and kept secure during testing. Any action that leads to the invalidation of student test scores or compromises the security of the tests or test results will be viewed by the Arkansas Department of Education as an inappropriate use or handling of tests and will be treated as such. The following guidelines are to assist in determining which activities constitute inappropriate testing activities and breaches of test security:

1. The superintendent or his/her designee in each school district shall be responsible for coordinating all local assessment activities.

2. All District Test Coordinators, School Test Coordinators, and Test Administrators shall be **currently** licensed by the Arkansas Department of Education as a teacher or administrator.

3. The tests must be administered on the scheduled dates as specified in the *District and School Test Coordinators' Manual* and the *Test Administration Manuals*. No portion of the test may be given early.

4. All test materials shall be inventoried upon receipt at the district and school. Test booklets must be kept in a secure area at all times, except during the formal testing sessions.

5. The tests must be administered in strict accordance with the instructions outlined in the *District and School Test Coordinators' Manual* and the *Test Administration Manuals*. These instructions include reading directions verbatim to students during testing.

6. Test booklets must be distributed to <u>ALL</u> students in spiral order, including special education and LEP students. Distributing forms incorrectly is considered a testing irregularity.

7. The superintendent or his/her designee in each school district shall be responsible for ensuring that all district personnel involved in the testing have been properly trained as specified by ADE.

8. The superintendent or his/her designee in each school district shall be responsible for ensuring that all assessment documents and student identification information are properly and accurately coded and that ALL students have participated in the appropriate grade-level assessment(s).

9. The superintendent or his/her designee in each school district shall be responsible for ensuring that Individualized Education Programs, Limited English Proficient Assessment Plans, and/or 504 Plans shall specify any state approved accommodation(s) available to students participating in the administration of standard state assessments.

10. The superintendent or his/her designee in each school district shall be responsible for ensuring that all students enrolled in a State-tested grade shall be accounted for in the State Assessment System.

11. District staff may **not** read, review, or in any way duplicate or reproduce the test booklets and/ or associated test items or the writing prompts. Removing or copying the Mathematics Reference Sheet provided in the test booklets is a breach of security.

12. Students must not be exposed to answers of items at any time before, during, or after testing. At least 50% of the customized CRT items that contribute to the student performance results will be released to the public schools for instructional purposes.

13. Student responses to test items must represent the student's own independent and unaided thinking and must not be read, reviewed, or changed during or after testing.

14. Students are not allowed to use scratch paper **except for grades 1–2**. The use of scratch paper is considered a breach of security.

15. Students cannot have any materials (e.g., books, magazines, newspapers, homework, etc.) except testing materials during the testing sessions.

16. No electronic devices with photographic capability shall be accessible at any time during test administration [Arkansas Code 6-18-502(b)]. Other electronic equipment that allows for communication among students shall not be accessible at any time during test administration (e.g., cell phone, iPod®, MP3 player, etc.)

17. If students are permitted to bring calculators from home or to use their own calculators, it is the responsibility of the Test Administrator to certify that these calculators meet the requirements specified in the *District and School Test Coordinators' Manual* and in the *Test Administration Manuals*. Failure on the part of the Test Administrator to verify that each calculator meets the requirements will constitute a breach of security.

18. It is the responsibility of the Test Administrator to clear the memory of each calculator both at the beginning and end of each testing day. Failure to do so constitutes a breach of security.

19. During the test administration, Test Administrators should continually monitor the testing process by moving unobtrusively about the room. The Test Administrator is to devote total attention to the students being tested and not work on other things. Test Administrators shall not access computers or other electronic equipment during the assessment.

20. **All** test booklets, used and unused, shall be inventoried subsequent to testing and returned to the appropriate testing company in the prescribed manner on the prescribed dates. Any test booklets not returned by the district on the dates required shall be reported to Dr. Gayle Potter at the Arkansas Department of Education.

21. All known violations of the Arkansas Department of Education security regulations shall be reported in writing, signed by the reporter, and addressed to Dr. Gayle Potter at the Arkansas Department of Education. All security violations shall be investigated by the state.

Security Procedures

Secure materials may leave the district's secure location no more than five (5) school days before the first testing session. However, it is strongly recommended that secure materials not leave the district's secure location more than three (3) school days before the first testing session unless the size of the district absolutely necessitates more time for distribution. The test booklets for the Augmented Benchmark Examinations, METROPOLITAN8, and SAT 10 as well as the *Test Administration Manuals* for grades K–2 are secure materials.

Security ID numbers have been assigned to and printed on all test booklets and secure *Test Administration Manuals* for grades K–2. Test booklets and secure *Test Administration Manuals* are shrink-wrapped with security numbers printed on the documents along with the quantity included in the package. **Due to security reasons, the ADE recommends that shrink-wrapped packages of test booklets and secure *Test Administration Manuals* be opened on the first day of testing only.** In unusual circumstances, shrink-wrapped test booklets may be opened no more than 24 hours in advance of the first day of testing for organizational purposes only. No one may look inside test booklets for any reason. No test booklets or secure *Test Administration Manuals* should be distributed to Test Administrators until the first day of testing.

Note: The *Test Administration Manuals* for grades K–2 are secure documents and may not be opened until the first day of testing.

No part of the Augmented Benchmark Examinations, METROPOLITAN8, or SAT 10 may be downloaded into any assistive device.

Maintaining test security is a very serious responsibility and there are security risks involved when appropriate security measures are not followed. A breach of security is one of the reasons for loss of license in the state of Arkansas.

Keep all test materials stored in a securely locked location. School Test Coordinators and Test Administrators should also be instructed to monitor test materials at all times and to store them in a securely locked place when not in use. This includes securing materials at the close of each day of the testing sessions.

School Security Checklist

Schools with students participating in the Augmented Benchmark Examinations, METROPOLITAN8, or SAT 10 will receive a School Security Checklist for each grade. The School Security Checklist incorporates the security numbers of the test booklets and secure *Test Administration Manuals* (grades K–2). The forms must be used to distribute test booklets and secure *Test Administration Manuals* to Test Administrators and to account for all test booklets and secure *Test Administration Manuals* after testing. Careful attention to completing the School Security Checklist will minimize lost test booklets and secure *Test Administration Manuals*. Space is provided on the forms for the Test Administrator to sign out the secure material. School Test Coordinators and Test Administrators are to initial the form when material(s) are distributed to the Test Administrator and when they are returned to the School Test Coordinator on a **DAILY** basis. The completed School Security Checklists are to be returned to the District Test Coordinator along with all test materials after testing is complete. Copies of the School Security Checklist should be made once the inventory of all scorable materials has been completed. The copies of the School Security Checklist will be used to continue the inventory process of non-scorable materials and will need to be included in the Non-Scorable Material Return Shipment on top of the stack in Box 1.

District Test Coordinators will use the secondary School Packing Lists in lieu of a District Security Checklist to inventory the distribution and return of all secure materials. Please place these Packing Lists in the Security Envelope that goes on top of the stack in Box 1 of the Non-Scorable Material Return Shipment.

Test Security Affidavits

District Superintendents, District Test Coordinators, Building Principals, School Test Coordinators, and Test Administrators must sign affidavits regarding the security of test materials. In the Non-Secure Test Material Shipment, each district will receive one set of affidavits, which must be copied as needed to provide forms to the schools and for all Test Administrators. The boxes for the test for which the affidavit is being completed and signed must be checked. There are three types of affidavits as follows:

Affidavit 1—District Level Test Security Form. There is a district-level affidavit, which needs to be completed and signed by the District Superintendent and the District Test Coordinator. Only one (1) copy of Affidavit 1 needs to be signed for the district.

Affidavit 2—School Level Test Security Form. There is a school-level affidavit, which needs to be completed and signed by the School Test Coordinator and Building Principal. The District Test Coordinator should make copies of the school-level affidavits in order to provide one to every school with students being tested. Only one (1) copy of Affidavit 2 needs to be signed for each school.

Affidavit 3—Test Administrator Security Form. There is a Test Administrator affidavit, which contains space for the signatures of several Test Administrators. The District Test Coordinator should make copies of the Test Administrator affidavits in order to provide one to every school with students being tested. Each school may make as many copies as will be needed for all Test Administrators to sign. **A separate Affidavit 3 needs to be completed and signed for each grade tested.**

All completed and signed affidavits must be returned with the secure scorable answer documents and scorable test booklets according to instructions provided in the manuals for District and School Test Coordinators. See pages 37–39 for samples of the affidavits.

Reading and/or Transcription of the Examinations

Special Education students, Limited English Proficient students, and students with a 504 Plan may receive the accommodation of having the mathematics, writing, and/or science portions of the Augmented Benchmark Examinations (grades 3–8), METROPOLITAN8 (grade K), or SAT 10 (grades 1, 2, and 9) read to them if the accommodation is listed in their IEP, LPAC Plan, or 504 Plan and is used on a regular basis in the classroom. **Do not** code the accommodations section for 504 students. However, they may still receive accommodations that are in the student's 504 Plan and used regularly in the classroom. **Reading of test questions or reading passages for the reading test is not allowed under any circumstances except when test administration instructions indicate test materials are read to all students.**

Only teachers or administrators who have been trained in proper test administration procedures and who are **currently licensed** by the ADE are allowed to read or transcribe a test for students who have this accommodation. The Affidavit Waiver Form must be copied and signed by the currently licensed Arkansas staff providing the accommodation and stapled to *Affidavit 3—Test Administrator Security Form*. Keep one copy on file at the district.

Note: In certain cases a student's response to test questions will require transcription (i.e., the responses must be gridded or written in the student's test booklet or answer document by someone other than the student). In those cases where a student's responses to test questions require transcription (e.g., Large Print, Braille, other approved accommodations), this transcription needs to be done by a teacher or administrator who has been trained in proper test administration procedures and who is **currently licensed** by the ADE and **must** occur within the district, prior to the shipment of materials to Pearson. If this transcription does not occur within the district, the student's responses will be treated as unscorable or "not taken" by the contractor. Ideally, the transcription should be performed by the District Test Coordinator or someone working directly under his or her supervision. If the District Test Coordinator does not perform the transcribing onto the regular test booklet or answer document, it **will not** be performed by Pearson.

General Information

Completing the "For Teacher Use Only" Box

Information coded in the "For Teacher Use Only" box is used to place students in the appropriate reporting categories, to determine the school and district Adequate Yearly Progress (AYP) for No Child Left Behind, and to provide information for the state accountability system. Therefore, it is critical that the information requested be completed correctly as applicable to each student. Students will not be reported correctly if the appropriate information is not coded correctly on their answer documents or scorable test booklets. **Coding for students cannot be changed after scorable documents are sent to the testing company.**

Fill in the "For Teacher Use Only" box on the back of the answer document or scorable test booklet **after** all testing is completed. The Test Administrator and the person **authorized** to mark the Free and/or Reduced Lunch section are the only persons who should mark this box.

Verify that students did not mark any circle(s) in the "For Teacher Use Only" box. There are ten sections within the "For Teacher Use Only" box: ESI Codes, Special Education Accommodations, Free and/or Reduced Lunch, Migrant Student, Gifted and Talented, Highly Mobile, Limited English Proficient (LEP), LEP Student less than one year in the U.S., Monitored Former LEP (MFLEP), and LEP Accommodations.

After all testing is finished, the "For Teacher Use Only" box must be completed. If a student Pre-ID label has been used, it is not necessary to code the circles for ESI Codes, Free and/or Reduced Lunch, Highly Mobile, and Limited English Proficient (LEP) in the "For Teacher Use Only" box. This information is already contained in the label and will override information coded in the "For Teacher Use Only" box. Only those sections of the "For Teacher Use Only" box that have an asterisk (Special Education Accommodations, Migrant Student, Gifted and Talented, LEP Student less than one year in the U.S., Monitored Former LEP (MFLEP), and LEP Accommodations) need to be completed, as appropriate, if a student label is used.

The following pages provide instructions for completing all of the sections in the "For Teacher Use Only" box, as appropriate for each student.

8	FOR TEACHER USE ONLY		LEP ONLY
SPECIAL EDUCATION	○ Free and/or Reduced Lunch		○ Limited English Proficient (LEP)
ESI CODES			
○ AU ○ MD ○ SLD	○ * Migrant Student		○ *LEP Student less than one year in the U.S.
○ DB ○ OI ○ SLI			
○ HI ○ OHI ○ TBI	○ * Gifted and Talented		*Monitored Former LEP
○ MR ○ SED ○ VI			○ YEAR 1
* SPECIAL EDUCATION ACCOMMODATIONS	Highly Mobile		○ YEAR 2
○ TRAN ○ MD	○ Student enrolled in school after October 1, 2008		*LEP ACCOMMODATIONS
○ REC ○ NB			○ LEP - ET
○ SIGN ○ IS			○ LEP - WTWD
○ PREF ○ ET			○ LEP - IS
○ SMGT ○ LPT			○ LEP - PREF
○ INT ○ BT	○ **FOR ADE USE ONLY**		○ LEP - SMGT
○ RMT/RWT/RST ○ AB			○ LEP - INT
			○ LEP - RMT/RWT/RST
			○ LEP - NB

ESI Codes

A student's ESI code does not need to be coded if a student label is used and the information is correct. If a student's ESI code is incorrect on the Pre-ID label, please make corrections in APSCN/TRIAND by April 10, 2009. If a student label is not used, complete the ESI Codes section of the "For Teacher Use Only" box, as appropriate.

If a student participated in the testing and is part of a specific educational program, fill in the appropriate circle in the section labeled "ESI Codes" (Exceptional Student Identification). Choose the correct category for each exceptional student according to the list below. Fill in **only one** circle for numbers 1–12. If more than one condition exists, fill in the circle for the **primary** condition. Note that number 5 is MD for students with multiple disabilities.

01	AU	autism	07	OHI	other health impairment
02	DB	deaf-blindness	08	SED	serious emotional disturbance
03	HI	hearing impairment	09	SLD	specific learning disability
04	MR	mental retardation (both TMR and EMR)	10	SLI	speech or language impairment
05	MD	multiple disabilities	11	TBI	traumatic brain injury
06	OI	orthopedic impairment	12	VI	visual impairment

*Special Education Accommodations

An asterisk (*) by this section on the demographic page indicates that the section **must** be coded whether or not a student label is used. Complete the Special Education Accommodations section of the "For Teacher Use Only" box, as appropriate, regardless of whether a student label is used. Fill in **only one** circle. If more than one accommodation was allowed, fill in the circle for the **primary** accommodation. **Refer to the *District and School Test Coordinators' Manual*** for additional information on accommodations that are permitted.

01	TRAN	a teacher transfers answers from the student's test booklet to an answer document
02	REC	a teacher records the student's verbal responses in his/her answer document
03	SIGN	directions signed for a student with a hearing impairment
04	PREF	preferential seating (study carrel)
05	SMGT	small group testing
06	INT	individual testing
07	RMT/RWT/RST	reading of the math/writing/science test
08	MD	magnifying devices
09	NB	noise buffer
10	IS	individualized scheduling
11	ET	extended time
12	LPT	Large Print test booklet
13	BT	Braille test booklet
14	AB	Abacus

Do not code the Special Education Accommodations section for 504 students. However, they may still receive accommodations that are in the student's 504 plan and used regularly in the classroom.

Note: Extended time means that the whole day may be used for the portion of the test that is scheduled for that day. When extended time is allowed, students who are at different points in the test schedule must be isolated from students on the regular testing, during breaks, and during lunch.

Free and/or Reduced Lunch Students

A student's eligibility for free and/or reduced lunch does not need to be coded on the demographic page if a student label is used and the information is correct. If a student's Free and/or Reduced Lunch status is incorrect on the Pre-ID label, please make corrections in APSCN/TRIAND by April 10, 2009.

For students without labels, only the person authorized in the agreement signed by the school with Child Nutrition can code the section for students eligible for free and/or reduced lunch. This information must be filled out after testing is completed. This section cannot be marked by the Test Administrator. (Refer to Director's Memo #IA-99-011; contact person is Barbara Smith at 501-324-9502.)

*Migrant Students

An asterisk (*) by this section on the demographic page indicates that the section **must** be coded whether or not a student label is used. Complete the Migrant Student section of the "For Teacher Use Only" box, as appropriate, regardless of whether a student label is used.

In the section labeled "Migrant Student," fill in the circle for any student meeting the following guidelines:

> Children of migratory agricultural workers or migratory fishers, including children who are workers themselves and the spouses of such workers, who have been identified by the Migrant Education Program (MEP) as migrant children.

For questions related to migrant student information, please have the District Test Coordinator contact Stan Young or Penny Farrar at 501-324-9660.

*Gifted and Talented Students

An asterisk (*) by this section on the demographic page indicates that the section **must** be coded whether or not a student label is used. Complete the Gifted and Talented section of the "For Teacher Use Only" box, as appropriate, regardless of whether a student label is used.

Highly Mobile Students

A student's status as highly mobile does not need to be coded on the demographic page if a student label is used and the information is correct. If a student label is not used or if the information is incorrect, complete the Highly Mobile section of the "For Teacher Use Only" box, as appropriate.

Fill in the circle labeled "Highly Mobile" for any student enrolled in the school after October 1, 2008, or moving between schools in the district.

For ALE, see the Accountability Workbook, 10.01, located on the ADE website.

For ADE Use Only

Fill in this circle ONLY if instructed to do so by ADE.

Limited English Proficient (LEP) Students

A student's status as limited English proficient does not need to be coded on the demographic page if a student label is used and the information is correct. If a student's LEP code is incorrect on the Pre-ID label, please make corrections in APSCN/TRIAND by April 10, 2009. If a student label is not being used and the student is designated as limited English proficient, fill in the circle labeled "Limited English Proficient (LEP)." If an LEP student is also participating in a special education program, fill in the appropriate circle (1–12) in the ESI Codes section and the LEP circle.

*LEP Student less than one year in the U.S.

An asterisk (*) by this section on the demographic page indicates that the section **must** be coded whether or not a student label is used. If a student is limited English proficient and has been in a school in the U.S. less than one year, fill in the circle regardless of whether a student label is used.

*Monitored Former Limited English Proficient (LEP) Students

An asterisk (*) by this section on the demographic page indicates that the section **must** be coded whether or not a student label is used. Complete the MFLEP section of the "For Teacher Use Only" box, as appropriate, regardless of whether a student label is used. Fill in only one circle.

Monitored Former LEP (MFLEP) students include:

1. Students who have transitioned out of a language instruction educational program funded by Title III into classrooms that are not tailored for LEP students;

2. Students who are no longer receiving LEP services and who are being monitored for academic content achievement for 2 years after the transition; and

3. Students who were identified as LEP at some time in the prior two years but who no longer meet the State's definition of LEP.

MFLEP1 = Student is in his/her first year of being monitored as a Monitored Former LEP (MFLEP)

MFLEP2 = Student is in his/her second year of being monitored as a Monitored Former LEP (MFLEP) student

(For more information, see 2008 CSPR Section 1.6.3.6, Title III Served Monitored Former LEP Students; Assessment and Accountability for Recently Arrived and Former Limited English Proficient (LEP), Non-Regulatory Guidance, MAY 2007, Office of Elementary and Secondary Education, U.S. Department of Education: http://www.ed.gov/policy/elsec/guid/lepguidance.doc)

*LEP Accommodations

An asterisk (*) by this section on the demographic page indicates that the section **must** be coded whether or not a student label is used. Complete the LEP Accommodations section of the "For Teacher Use Only" box, as appropriate, regardless of whether a student label is used. Fill in only one circle. If more than one accommodation is allowed, fill in the circle for the primary accommodation.

Important: Special education accommodations take precedence over LEP accommodations for students who are both limited English proficient and participate in special education programs. If a student with disabilities is also limited English proficient, mark **only** the Special Education Accommodations section. The only circumstance in which both the Special Education Accommodations section and LEP Accommodations section may be marked is if the student received the LEP accommodation of using a word-to-word dictionary.

01	LEP–ET	extended time
02	LEP–WTWD	word-to-word dictionary
03	LEP–IS	individualized schedule
04	LEP–PREF	preferential seating (study carrel)
05	LEP–SMGT	small group testing
06	LEP–INT	individual testing
07	LEP–RMT/RWT/RST	reading of the math/writing/science test in English
08	LEP–NB	noise buffer

Note: Extended time means that the whole school day may be used for the portion of the test that is scheduled for that day. When extended time is allowed, students who are at different points in the test schedule must be isolated from students on the regular schedule for testing, during breaks, and during lunch.

Reason Not Tested

Applies to Augmented Benchmark Examinations (3–8) only

If a label was provided for a student, it must be checked, applied to the appropriate answer document, and returned to Pearson. If a student was scheduled to take the test or if you received a label for a student but he/she did not test (including during make-up testing), you must complete the REASON NOT TESTED box on the back of the demographic page. Fill in the circle for the reason the student did not take any portion of the test (mark ONLY one). If the reason the student did not test is not listed, contact Dr. Gayle Potter's office at the ADE at 501-682-4558 for further instructions.

If any student refused to take ALL portions of the test, fill in the SRT (Student Refused to Test) circle in the REASON NOT TESTED box on the back of the student demographic page. The District Test Coordinator must notify Dr. Potter's office of all students refusing to take all portions of the test.

If any K–2 test booklet or grade 9 answer document has a label affixed but the student did not test, call ADE for instructions before returning the document to Pearson.

Calculator Use and Restrictions

Within the Augmented Benchmark Examinations for grades 3–8 and the SAT 10 for grade 9, most sessions permit calculator use. However, during certain sessions, calculators may **NOT** be used. See the *Test Administration Manuals* for further information on calculators. **Students may not share calculators during testing sessions.**

Calculators that may NOT be used on any calculator sections of the examinations include the following:
- Pocket organizers
- Hand-held or laptop computers
- Electronic writing pads or pen-input devices
- Calculators built into cellular phones or other wireless communication devices
- Calculators with QWERTY (typewriter-like) pads
- Calculators with paper tape
- Calculators that talk or make unusual noises
- Calculators that require an electrical outlet
- Calculators with built-in capability to simplify algebraic expressions, multiply polynomials, or factor polynomials (often designated Computer Algebra Systems)
- Calculators that can communicate wirelessly with other calculators

Some examples of specific calculator models prohibited include the following:
- Casio CFX-9970G
- Casio ALGEBRA FX 2.0
- Hewlett-Packard HP-40G and HP-49G
- Texas Instruments TI-89
- Texas Instruments TI-92
- TI-Nspire (may ONLY be used if the TI-84 faceplate is installed)

Students may use any four-function, scientific, or graphing calculator, as long as it does not have any of the features on the above list.

If students are permitted to use their own calculators, it is the responsibility of the Test Administrator to certify that these calculators meet the above requirements. **Failure on the part of the Test Administrator to verify that each calculator meets the above requirements will constitute a breach of security.**

It is the responsibility of the Test Administrator to clear the memory of each calculator, including ALL programs not part of the default setup as provided by the manufacturer, at the <u>beginning</u> and <u>end</u> of each testing day. Failure to do so constitutes a breach of security. See the Test Security section for more information about test security procedures.

Make sure that students using calculators have practiced using them and are familiar with the use of the calculator in testing situations with items similar to those they will see on the examinations (i.e., open-response items). It is also important that students understand that while they are allowed to use calculators, **it is still essential that they show all of their work when responding to the open-response items**.

If one student has the opportunity to use a calculator, then all students in the class should have equal access to a calculator. However, there should be no perceived disadvantage to your students whether they are encouraged to use calculators or not allowed to use them. The test items were designed to minimize the amount of computational effort the students would need on the test. Those who teach mathematics in your school should decide whether or not calculators should be used.

No electronic devices with photographic capability shall be accessible at any time during the test administration [Arkansas Code 6-18-502(b)]. Other electronic equipment that allows for communication among students shall not be accessible at any time during test administration (e.g., cell phone, iPod®, MP3 player).

Alerts

Student responses are confidential, with scorers seeing only an answer document identification number for any response to an open-ended item or essay topic. However, there is an approved alert process in place for any response that is disturbing or indicates some administrative irregularity (e.g., any potential danger to the student or other illegal activity, cheating, breach of test security). In the case of an alert situation, the test contractor will notify Dr. Gayle Potter at the ADE, who will notify the District Superintendent. In these cases, the ADE and the Superintendent constantly maintain student confidentiality.

Test Materials Delivery

Inventorying Materials

It is the District Test Coordinator's responsibility to inventory the secure materials for the district and schools immediately upon receipt of the Secure Test Material Shipment. If there is a discrepancy between the Packing Lists and the materials, contact the Arkansas Customer Support Center at 800-763-2306, toll-free, and ADE at 501-682-4252. **The District Test Coordinator is responsible for reporting any discrepancies or irregularities.**

Shipment 1 — Non-Secure Test Materials

The shipment arrival date is dependent on the examination (see Schedule of Events on pages 5–6). The Non-Secure Test Material Shipment will include the following.

District Materials

- District Packing List
- District Test Coordinator Kit (which includes the following)
  - Cover memo
  - *District and School Test Coordinators' Manual* (1 copy per district)
  - District Master File Sheet
  - Pre-slugged Header Sheets with district information
  - *A Note to Educators* brochure
  - *A Note to Parents* brochure
  - Test Security Affidavits 1, 2, and 3 (1 copy of each)
  - Affidavit Waiver Form
  - Secure Material Transfer Form
  - Scorable and Non-Scorable return labels and instructions
  - Scorable and Non-Scorable Material Return Verification Forms
  - Security Envelope(s)

School Materials

- School Packing List
- Student pre-identification (Pre-ID) labels (grades 1 and 2 will have 2 sets: 1 for the test booklets and 1 for scratch paper)
- Answer Documents (shrink-wrapped packages of 10)
- School Test Coordinator Kit (which includes the following)
    - Security Checklist
    - *District and School Test Coordinators' Manual* (1 copy per school)
    - Test Security Affidavits 2 and 3
    - Affidavit Waiver Form
    - School Master File Sheet
    - *A Note to Parents* brochure
    - *A Note to Educators* brochure
    - Pre-slugged Header Sheets with school information
    - Rulers (packaged into grades 1–2, grades 3–6 & 9, and grades 7–8)
    - Mathematics manipulatives kits (grades 3–6)
    - Protractors (grades 7 and 8)
    - Paper bands

Important: Care must be taken in the handling and storage of student labels because they contain personal information about students that should be kept private.

Shipment 2 — Secure Test Materials

The shipment arrival date is dependent on the examination (see Schedule of Events on pages 5–6). The Secure Test Material Shipment will include the following.

District Materials

The following materials are for the District Test Coordinator's use.

- District Packing List
- Secondary copy of School Packing List for each school in the district
- Secure *Test Administration Manuals* (grades K–2)—1 copy of each
- Non-secure *Test Administration Manuals* (grades 3–9)—1 copy of each

School Materials

- School Packing List
- Test booklets (shrink-wrapped packages of 5 and/or 10)
- Secure *Test Administration Manuals* (grades K–2)
- Non-secure *Test Administration Manuals* (grades 3–9)
- CRT Mathematics Reference Sheet (grades 3–8)

District Test Coordinators are responsible for inventorying all materials immediately upon receipt.

General Procedures for Returning Test Materials

The return shipments for the Augmented Benchmark Examinations, METROPOLITAN8, and SAT 10 must be packaged in the same boxes in which they were originally sent from Pearson. You must use the appropriate scorable and non-scorable return labels for returning the test materials.

The procedures for returning the materials are the same for the Augmented Benchmark Examinations, METROPOLITAN8, and SAT 10. Materials for each school must be organized SEPARATELY for EACH grade. Make sure the used answer documents (grades 3–9) and used test booklets (grades K–2) are returned to Pearson in one shipment. Do NOT return unused answer documents with scorable materials. All used answer documents and test booklets returned in the scorable shipment WILL be scored. Materials returned in the non-scorable shipment WILL NOT be scored.

After testing, inventory all materials returned from each school. During the inventory process, complete any associated documentation to be returned with each type of material being returned. The following pages of this manual provide instructions for returning materials to Pearson. Please read the instructions carefully to make sure you are completing and returning all required forms, materials are correctly organized, and materials are being returned within the prescribed time.

The return labels provided (scorable and non-scorable) are in two different colors—make sure the correct color of label is used for each shipment of scorable and non-scorable materials. Returning used answer documents and used test booklets for grades K–2 in a box with an incorrect return label may cause a substantial delay in processing and scoring them.

NOTE: All used answer documents, including those with the "Reason Not Tested" information completed, **MUST** be returned with the scorable materials. Any blank or unused non-scorable answer documents may be retained at the district or school. Used answer documents returned with the non-scorable materials will delay reporting; please double check to ensure all scorable materials are accounted for and returned in the scorable shipment.

Organizing Scorable Used Answer Documents and Test Booklets

The following instructions are for returning scorable documents for each examination. The following forms must be completed and returned with the scorable materials.

- District/School/Classroom Identification Sheet (Header Sheet)
- Affidavits
- Scorable Material Return Verification Form

Answer Documents (Grades 3–9) and Test Booklets (Grades K–2)

Only used materials such as answer documents (grades 3–9) or test booklets (grades K–2) should be returned in the scorable shipment to Pearson.

Answer documents (for grades 3–8) where a student label was affixed or the demographic information was filled out, but the student was absent from all testing sessions, including make-up administrations, should be returned with the scorable material with the "Reason Not Tested" indicated on the back of the demographic page. Answer documents with the "Reason Not Tested" filled out should be included with the class District/School/Classroom Identification Sheet (Header Sheet). Any blank or unused non-scorable answer documents may be retained at the district or school.

If any K–2 test booklet or grade 9 answer document has a label affixed but the student did not test, call ADE for instructions before returning the document to Pearson.

All test booklets, whether used or unused, must be returned to Pearson.

District/School/Classroom Identification Sheet (Header Sheet)

The Test Administrators have been instructed to complete one District/School/Classroom Identification Sheet (Header Sheet) for each of their classes, place it on top of the scorable/used answer documents or test booklets, and paper band them together. Check each Header Sheet to ensure that it has been correctly completed. Count the answer documents and test booklets being returned for scoring, and verify the quantity with the count coded in the Number of Documents box on the Header Sheet. Keep the Header Sheet on top of the corresponding scorable/used answer documents under the paper band. See the diagrams provided in this manual.

Affidavits

Each District Superintendent, District Test Coordinator, School Test Coordinator, Building Principal, and Test Administrator **MUST** sign an affidavit regarding test security after completing each test administration. If additional copies of the affidavits are needed, they may be photocopied. Make sure that all affidavits have been completed, signed, and returned to the District Test Coordinator. See pages 20–21 of this manual for more detailed information about the affidavits.

Scorable Material Return Verification Form

The Scorable Material Return Verification Form must be photocopied and faxed to Pearson at 888-290-5828 and returned in the Security Envelope with the scorable materials. It is recommended that the Scorable Material Return Verification Form be stored until June 1, 2009, in case of the need to reconcile missing returns.

District Instructions for the Return of Scorable Materials

The Augmented Benchmark Examinations, METROPOLITAN8, and SAT 10 Scorable Material Return Shipment must be completed and ready for pick-up no later than April 24, 2009. If all materials are inventoried and ready, districts are encouraged to ship their non-scorable materials with scorable materials as early as April 20, 2009.

All used scorable/used answer documents and scorable/used test booklets along with associated materials must be returned to Pearson via FedEx. FedEx labels have been provided in the Non-Secure Test Material Shipment in the District Test Coordinator Kit. Pearson is responsible for all shipping costs; however, it is the District Test Coordinator's responsibility to make shipping arrangements with FedEx.

The Scorable Material Return Verification Form must be photocopied and the copy faxed to Pearson at 888-290-5828. It is recommended that the Scorable Material Return Verification Form be stored until June 1, 2009, in case of the need to reconcile missing returns.

To ship the scorable answer documents and scorable test booklets:

1. Package materials by school, grade, and class for return to Pearson. Group materials by grade. Do not intermix materials from different schools.

2. Do not return unused, non-scorable answer documents or test booklets in the same box as scorable/used answer documents or test booklets.

3. Place the School Security Checklist, Test Security Affidavits, District Master File Sheet, and any Secure Material Transfer Forms (if applicable) inside the Security Envelope that was provided in Shipment 1—Non-Secure Test Materials. Place the Security Envelope on top of the stacks of scorable materials.

4. Seal the boxes securely with heavy-duty tape.

5. Place one FedEx label on the top of each box.

6. Place one ORANGE scorable return shipping label on the top of each box containing scorable/ used answer documents or test booklets.

7. On the label, write the district name and the name(s) of the school(s) whose materials are in each box. Write the number of the box and the total number of boxes you are shipping (for example: *Box 1 of 3*, *Box 2 of 3*, *Box 3 of 3*). If you are shipping only one box, write *Box 1 of 1*.

8. Your district MUST contact FedEx for pick-up. Call FedEx toll-free at 800-463-3339, dial 9, and enter PIN 999-999-922 to reach a call center agent within the Premier group (see schedule for return dates).

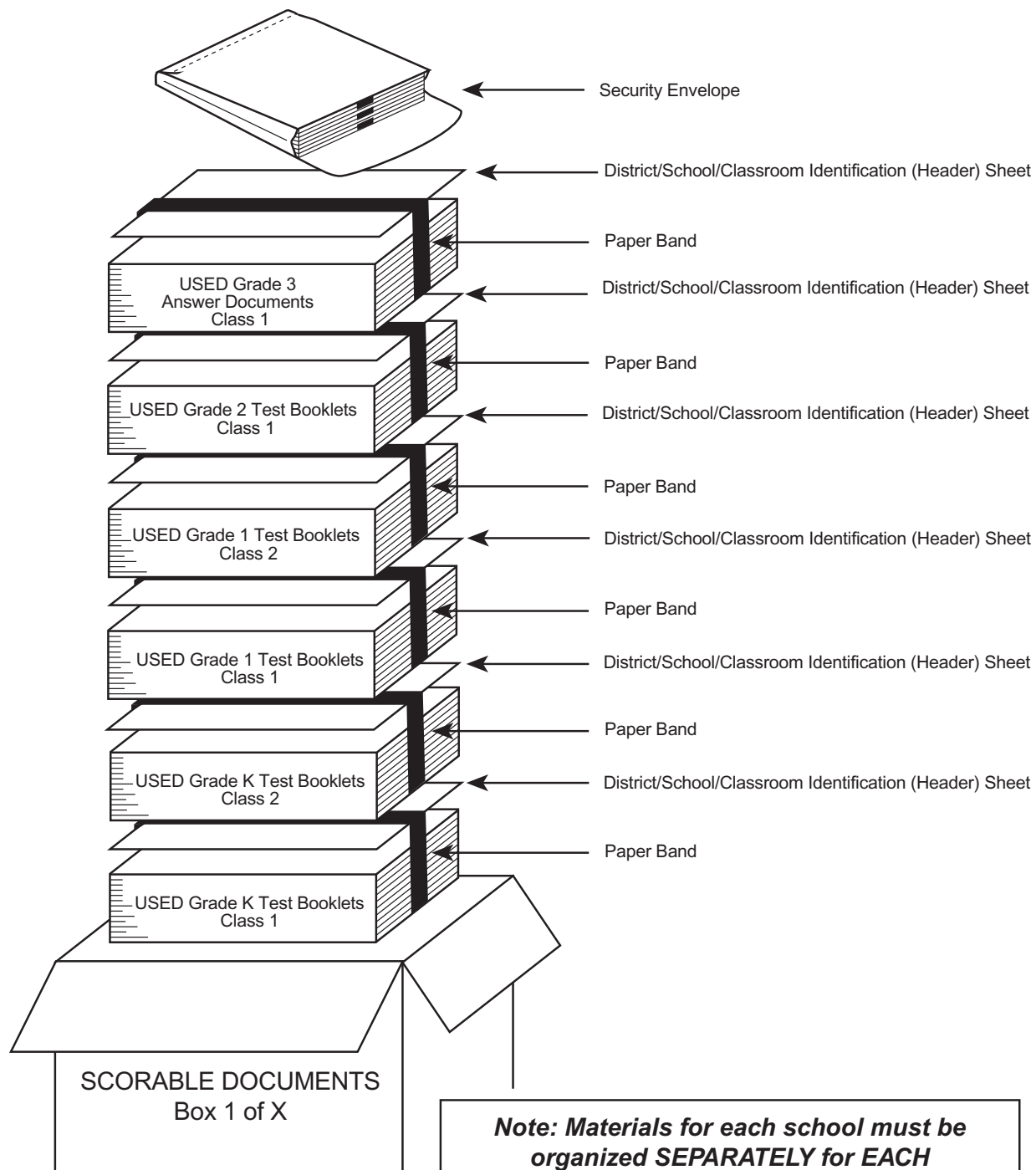Please be aware that FedEx may not be able to pick up the packages until the following business day.

Specific return instructions for used answer documents and test booklets along with the materials needed for shipping them to Pearson have been provided in the Non-Secure Test Material Shipment in the District Test Coordinator Kit for each examination.

It is essential to keep records of your shipments.

Packing Diagram for the Return of Scorable Materials

Please be sure to pack by school and maintain class groupings with class Header Sheets.

Security Envelope

District/School/Classroom Identification (Header) Sheet

Paper Band

USED Grade 3
Answer Documents
Class 1

District/School/Classroom Identification (Header) Sheet

Paper Band

USED Grade 2 Test Booklets
Class 1

District/School/Classroom Identification (Header) Sheet

Paper Band

USED Grade 1 Test Booklets
Class 2

District/School/Classroom Identification (Header) Sheet

Paper Band

USED Grade 1 Test Booklets
Class 1

District/School/Classroom Identification (Header) Sheet

Paper Band

USED Grade K Test Booklets
Class 2

District/School/Classroom Identification (Header) Sheet

Paper Band

USED Grade K Test Booklets
Class 1

SCORABLE DOCUMENTS
Box 1 of X

Note: Materials for each school must be organized SEPARATELY for EACH school, grade, and class grouping.

District Instructions for the Return of Non-Scorable Materials

All unused test booklets and secure *Test Administration Manuals* (grades K–2) along with associated materials must be returned to Pearson via FedEx. FedEx labels have been provided in the Non-Secure Test Material Shipment in the District Test Coordinator Kit. Pearson is responsible for all shipping costs.
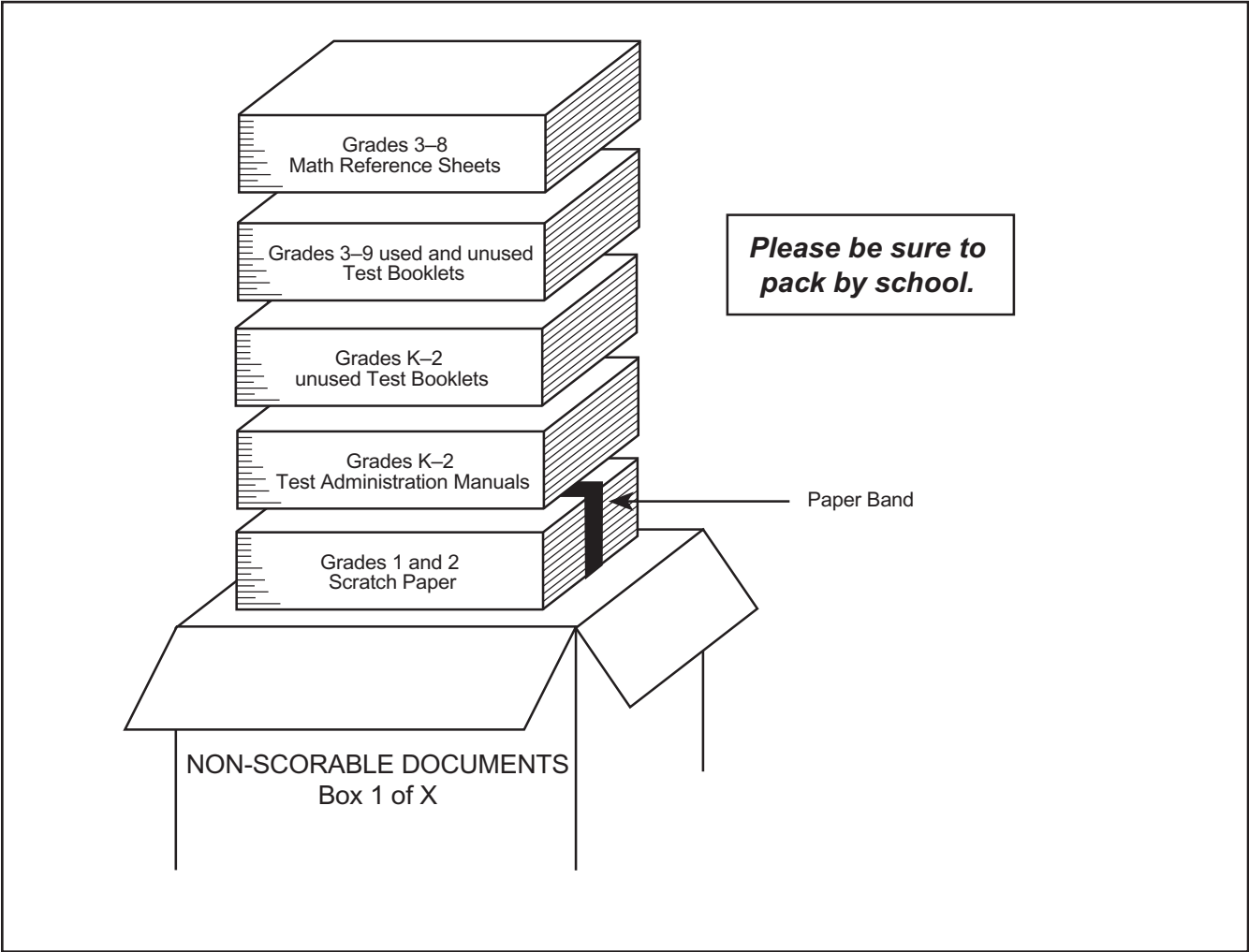
NOTE: Materials for each school must be organized SEPARATELY for EACH grade and packed by school.

1. Verify that the School Security Checklists and the secondary School Packing Lists(s) have been completed and signed. Place them on top of the stack in Box 1 of the Scorable Materials Return Shipment for return to Pearson.

2. Collect all used scratch paper for grades 1 and 2 and paper band it. Place the bundle at the bottom of the box to be returned to Pearson.

3. Collect all non-scorable test booklets (unused test booklets for grades K–2, used/unused test booklets for grades 3–9) and secure *Test Administration Manuals* for each school. Arrange unused test booklets for each school. All test booklets and secure *Test Administration Manuals*—used and unused—MUST be returned to Pearson.

4. Place non-scorable test booklets and secure *Test Administration Manuals* in boxes for return shipping. Do NOT include any SCORABLE used test booklets in this shipment.

5. Place all Mathematics Reference Sheets for grades 3–8 in boxes for return shipping.

6. Fax the copy of the Non-Scorable Return Verification Form included in the District Test Coordinator Kit to Pearson at 888-290-5828.

7. Seal the boxes with heavy-duty tape. Place one FedEx return shipping label on the top of each box. Place a GREEN Non-Scorable Return Shipping Label on the top of each box. On the label, write the name(s) of the school(s) whose materials are in each box. Write the number of the box and the total number of boxes you are shipping (for example: *Box 1 of 3*, *Box 2 of 3*, *Box 3 of 3*). If you are shipping only one box, write *Box 1 of 1*.

8. Your district MUST contact FedEx for pick-up. Call FedEx toll-free at 800-463-3339, dial 9, and enter PIN 999-999-922 to reach a call center agent within the Premier group (see schedule for return dates).

Specific return instructions for unused test booklets and secure *Test Administration Manuals* along with the materials needed for shipping them to Pearson have been provided in the District Test Coordinator Kit for each examination.

Special Note: If all materials are inventoried and ready, districts can ship non-scorable materials with scorable materials as early as April 20, 2009.

Packing Diagram for the Return of Non-Scorable Materials

Grades 3–8
Math Reference Sheets

Grades 3–9 used and unused
Test Booklets

Grades K–2
unused Test Booklets

Grades K–2
Test Administration Manuals

Grades 1 and 2
Scratch Paper

Please be sure to pack by school.

Paper Band

NON-SCORABLE DOCUMENTS
Box 1 of X

Note: *Test Administration Manuals* for grades K–2 only <u>must</u> be returned because they contain test items.

Pearson Return Label
(Green or Orange)

FedEx Return Label
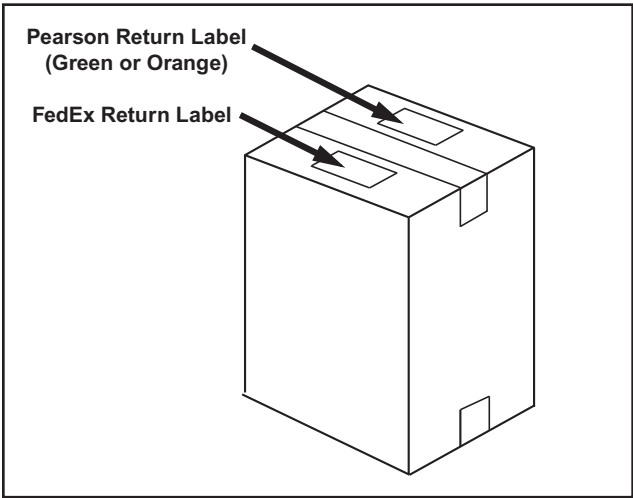
Appendices

ACTAAP Contacts

For questions related to policy consideration, contact:

Dr. Gayle Potter, Associate Director
Curriculum, Assessment, and Research
Arkansas Department of Education
4 State Capitol Mall, Room 106A
Little Rock, AR 72201-1071
Telephone: 501-682-4558
Fax: 501-682-4886

For questions related to examination materials, contact:

Whitney Woods
Customer Support Center
Pearson
905 West Howard Lane
Austin, TX 78753
Phone: 800-763-2306
Fax: 888-290-5828

ACTAAP
Arkansas Comprehensive Testing, Assessment, and Accountability Program

This affidavit must be completed and signed by both the Superintendent and the District Test Coordinator. It must be returned with the used test booklets (grades K–2) and answer documents (grades 3–9) for the district according to the instructions in the *District and School Test Coordinators' Manual*. Please enter the LEA number as follows: first digit is the region code (provided by ADE), digits two and three are the county code, and digits four and five are the district code. This number is pre-printed on the District/School/Classroom Identification (Header) Sheet.

LEA#: ☐ ▬ ☐ ☐ ▬ ☐ ☐

District Name: _____

Grade (check **all** that apply): K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐

Augmented Benchmark Examinations, METROPOLITAN8, and SAT 10
AFFIDAVIT 1
District Level Test Security Form

I certify that I have informed all District and Building (School) Test Coordinators, and all persons who give or help give these tests, of the secure nature of the Augmented Benchmark Examinations, METROPOLITAN8, and SAT 10 test booklets and *Test Administration Manuals* (grades K–2). These individuals have also been informed that unless there is an approved accommodation or test administration directions stipulating reading aloud, they are not allowed to read test items.

I certify that to my knowledge, no one in this district has read, copied, reproduced, or released in any way the secure Augmented Benchmark Examinations, METROPOLITAN8, or SAT 10 items. As directed in the ACTAAP *District and School Test Coordinators' Manual*, all test booklets and secure *Test Administration Manuals* have been packaged and returned to Pearson.

I have read the statements above and understand that I am certifying that they are true. I understand that violating any of the Arkansas Department of Education's test security procedures could result in revocation of my license.

District Superintendent's Name: _____
<div align="center">(PRINT OR TYPE)</div>

Signature: _____ Date Signed: _____

District Test Coordinator's Name: _____
<div align="center">(PRINT OR TYPE)</div>

Signature: _____ Date Signed: _____

AR00000108

ACTAAP
Arkansas Comprehensive Testing, Assessment, and Accountability Program

This affidavit must be completed and signed by both the Building Principal and the School Test Coordinator. This affidavit is to be returned to the District Test Coordinator at the completion of testing. The affidavit must be returned with the used test booklets (grades K–2) and answer documents (grades 3–9) according to the instructions in the *District and School Test Coordinators' Manual*. Please enter the LEA number as follows: first digit is the region code (provided by ADE), digits two and three are the county code, and digits four and five are the district code. This number is pre-printed on the District/School/Classroom Identification (Header) Sheet. The last three digits are the school number.

LEA#: ☐ – ☐☐ – ☐☐ – ☐☐☐

District Name: _____

School Name: _____

Check only one box:

☐ Augmented Benchmark Examinations (Grades 3–8)   ☐ METROPOLITAN8 (Grade K)   ☐ SAT 10 (Grades 1, 2, and 9)

Augmented Benchmark Examinations, METROPOLITAN8, and SAT 10
AFFIDAVIT 2
School Level Test Security Form

I certify that, to my knowledge, no one in this school building has read, copied, reproduced, or released in any way the secure Augmented Benchmark Examinations, METROPOLITAN8, or SAT 10 items. As directed in the ACTAAP *District and School Test Coordinators' Manual*, all used and unused test booklets and secure *Test Administration Manuals* have been packaged and returned to the District Test Coordinator.

I have read the statements above and understand that I am certifying that they are true. I understand that violating any of the Arkansas Department of Education's test security procedures could result in revocation of my license.

School Test Coordinator's Name: _____
                                              (PRINT OR TYPE)

Signature: _____ Date Signed: _____

Building Principal's Name: _____
                                       (PRINT OR TYPE)

Signature: _____ Date Signed: _____

AR00000109

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Arkansas Comprehensive Testing, Assessment, and Accountability Program

This affidavit must be signed by all Test Administrators (persons who give or help give the test) and returned to the School Test Coordinator. The affidavit must be returned to the District Test Coordinator upon completion of testing. The affidavit must be returned with the used test booklets (grades K–2) and answer documents (grades 3–9) according to the instructions in the *Test Administration Manuals*. Please enter the LEA number as follows: first digit is the region code (provided by ADE), digits two and three are the county code, and digits four and five are the district code. This number is pre-printed on the District/School/Classroom Identification (Header) Sheet. The last three digits are the school number.

LEA#: ☐ – ☐☐ – ☐☐ – ☐☐☐

District Name: _____

School Name: _____

Grade (check **one**): K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐

Augmented Benchmark Examinations, METROPOLITAN8, and SAT 10
AFFIDAVIT 3
Test Administrator Security Form

I certify that I have not read, copied, reproduced, or released in any way the secure Augmented Benchmark Examinations, METROPOLITAN8, or SAT 10 items. I have not conducted any inappropriate test preparation activities with students that would invalidate the test results or give them an unfair advantage over others. As directed in the *Test Administration Manuals*, all **used and unused** test booklets and secure *Test Administration Manuals* have been packaged and returned to the School Test Coordinator.

I have read the statements above and understand that I am certifying that they are true. I understand that violating any of the Arkansas Department of Education's test security procedures could result in revocation of my license.

Test Administrator's Name: _____
(PRINT OR TYPE)

Signature: _____ Date Signed: _____

Test Administrator's Name: _____
(PRINT OR TYPE)

Signature: _____ Date Signed: _____

Test Administrator's Name: _____
(PRINT OR TYPE)

Signature: _____ Date Signed: _____

Test Administrator's Name: _____
(PRINT OR TYPE)

Signature: _____ Date Signed: _____

AR00000110

ACTAAP
Arkansas Comprehensive Testing, Assessment, and Accountability Program

Augmented Benchmark Examinations, METROPOLITAN8, and SAT 10
Affidavit Waiver Form
for
Providing an Approved Accommodation
April 2009

I provided an approved testing accommodation for:

_____   _____
Student's Name   Answer Document Number*

by _____ sessions _____
              reading/transcribing

of the grade (circle one)   K   1   2   3   4   5   6   7   8   9

☐   Augmented Benchmark Examinations, test booklet form _____ (enter the letter from the upper left
                                                                                                          corner of the test booklet)

☐   METROPOLITAN8

☐   SAT 10

(Please check the appropriate box and enter the form number if applicable.)

I agree not to copy, use in my classroom, or discuss any of the test questions I have read.

_____   _____
            Date   Signature of Arkansas Certified Personnel Providing Accommodation

                                            _____
                                                       District Name and School Name

* For grades K–2, use the Test Booklet Number.

> **Keep one (1) copy for file and staple one (1) copy to**
> *Affidavit 3—Test Administrator Security Form*

AR00000111

ACTAAP (K-2 & 9 NRT Secure Shipment)
Spring 2009 Security Checklist

District LEA #:
District Name:

School LEA #:
School Name:

Range Assigned to the entire school for Grade:

Make as many copies of this form as needed to sign secure test booklets and test administration manuals (Grades K-2) out to and in from Test Administrators. Each District Test Coordinator will be responsible for entering the ID range assigned to the entire school for each grade in the above field and entering the ID range assigned to each Test Administrator in the first four below columns, "Test Booklet Security ID Range" and "Test Admin Manual Security ID Range (Grades K-2)". Each School Test Coordinator and/or Test Administrator must initial in the "Out" column under "Test Booklet and Return" when the booklets are distributed and in the "In" column when they are returned to the School Test Coordinator after testing.

The SAT 10 and MAT8 examination test booklets Test Administration Manuals (K-2) as well as the grade 9 answer documents must be kept in a secure storage area. Secure materials and all Security Checklist forms MUST be returned to the District Test Coordinator.

Test Booklet Receipt and Return

| Test Booklet Security ID Range | | Test Admin Manual Security ID Range | | Assigned to: | Day 1 | | Day 2 | | Day 3 | | Make-up | | Date Returned to District Test |
From	Through	From	Through	Test Administrator Name	Out	In	Out	In	Out	In	Out	In	Coordinator
___	___ to	___	___ to	___	___	___	___	___	___	___	___	___	___
___	___ to	___	___ to	___	___	___	___	___	___	___	___	___	___
___	___ to	___	___ to	___	___	___	___	___	___	___	___	___	___
___	___ to	___	___ to	___	___	___	___	___	___	___	___	___	___
___	___ to	___	___ to	___	___	___	___	___	___	___	___	___	___
___	___ to	___	___ to	___	___	___	___	___	___	___	___	___	___
___	___ to	___	___ to	___	___	___	___	___	___	___	___	___	___
___	___ to	___	___ to	___	___	___	___	___	___	___	___	___	___
___	___ to	___	___ to	___	___	___	___	___	___	___	___	___	___
___	___ to	___	___ to	___	___	___	___	___	___	___	___	___	___

ACTAAP (3-8 Augmented Benchmark Examination Secure Shipment)
Spring 2009 Security Checklist

District LEA #:
District Name:

School LEA #:
School Name:

Range Assigned to the entire school for Grade:

Make as many copies of this form as needed to sign secure test booklets out to and in from Test Administrators. Each District Test Coordinator will be responsible for entering the ID range assigned to the entire school for each grade in the above field and entering the ID range assigned to each Test Administrator in the first two columns below. Each School Test Coordinator and/or Test Administrator must initial in the "Out" column under "Test Booklet and Return" when the booklets are distributed and in the "In" column when they are returned to the School Test Coordinator after testing.

The grades 3 – 8 test booklets and answer documents must be kept in a secure storage area. Secure materials and all Security Checklist forms MUST be returned to the District Test Coordinator.

Test Booklet Security ID Range		Assigned to:	Test Booklet Receipt and Return												
From	Through	Test Administrator Name	Day 1 Out	In	Day 2 Out	In	Day 3 Out	In	Day 4 Out	In	Day 5 Out	In	Make-up Out	In	Date Returned to District Test Coordinator
to															
to															
to															
to															
to															
to															
to															
to															
to															
to															

ACTAAP

Arkansas Comprehensive Testing, Assessment, and Accountability Program

ADDITIONAL ORDER FORM
K-2 & 9 NRT TESTING MATERIAL

This form may be used as a worksheet for ordering additional testing material.
If you are unable to order material on the NCS SchoolHouse website, you may fax this form to Pearson: 1-888-290-5828.
Please note the additional order window for NRT testing material is **March 16 – April 2, 2009**.
If there are any questions or concerns, please contact the Pearson Arkansas Program Team at 1-800-769-2306.

ITEM DESCRIPTION	QUANTITY	ITEM DESCRIPTION	QUANTITY
District and School Test Coordinator Manual (DSTCM)		**Grade 2** Test Administration Manual- secure	
Paper Bands, pkg – 10		**Grade 2** Test Booklets, pkg-5	
Green Inbound Return Label, Non-Scorable Documents		**Grade 2** Large Print Kit	
Orange Inbound Return Label, Scorable Documents		**Grade 2** Braille Kit	
FedEx Ground Return Label		**Grade 9** Test Administration Manual	
Blank Scoring Service Identification (SSID) Sheet		**Grade 9** Test Booklets, pkg-5	
Grades 1-3 1/4 inch measure ruler, pkg-5 (40 rulers)		**Grade 9** Answer Documents, pkg-10	
Grades 4-6 & 9 1/8 inch measure ruler, pkg-5 (40 rulers)		**Grade 9** Large Print Kit	
Grade K Test Administration Manual - secure		**Grade 9** Braille Kit	
Grade K Test Booklets, pkg-5			
Grade 1 Test Administration Manual – secure			
Grade 1 Test Booklets, pkg-5			

District Name:_____ **District LEA:**_____

DTC Name:_____ **Phone:**_____

ACTAAP

Arkansas Comprehensive Testing, Assessment, and Accountability Program

**ADDITIONAL ORDER FORM
GRADES 3-8 AUGMENTED BENCHMARK EXAMS
TESTING MATERIAL**

This form may be used as a worksheet for ordering additional testing material.
If you are unable to order material on the NCS SchoolHouse website, you may fax this form to Pearson: 1-888-290-5828.
Please note the additional order window for NRT testing material is **March 23 – April 9, 2009**.
If there are any questions or concerns, please contact the Pearson Arkansas Program Team at 1-800-769-2306.

ITEM DESCRIPTION	QUANTITY	ITEM DESCRIPTION	QUANTITY
District and School Test Coordinator Manual (DSTCM)		**Grade 5** Test Booklets, pkg-5	
Paper Bands, pkg-10		**Grade 5** Answer Documents, pkg-10	
Green Inbound Return Label, Non-Scorable Documents		**Grade 5** CRT Reference Sheets, pkg-10	
Orange Inbound Return Label, Scorable Documents		**Grade 5** Large Print Kit	
FedEx Ground Return Label		**Grade 5** Braille Kit	
Blank Scoring Service Identification (SSID) Sheet		**Grade 6** Test Booklets, pkg-5	
Grades 1-3 1/4 inch measure ruler, pkg-5 (40 rulers)		**Grade 6** Answer Documents, pkg-10	
Grades 4-6 & 9 1/8 inch measure ruler, pkg-5 (40 rulers)		**Grade 6** CRT Reference Sheets, pkg-10	
Grades 7-8 1/16 inch measure ruler, pkg-5 (40 rulers)		**Grade 6** Large Print Kit	
Grades 7-8 Protractor, pkg-10		**Grade 6** Braille Kit	
Grades 3-6 Geometric Shapes, pkg-10		**Grade 7** Test Booklets, pkg-5	
Grades 3,4,6,8 Test Administration Manual		**Grade 7** Answer Documents, pkg-10	
Grades 5 and 7 Test Administration Manual		**Grade 7** CRT Reference Sheets, pkg-10	
Grade 3 Test Booklets, pkg-5		**Grade 7** Large Print Kit	
Grade 3 Answer Documents, pkg-10		**Grade 7** Braille Kit	
Grade 3 CRT Reference Sheets, pkg-10		**Grade 8** Test Booklets, pkg-5	
Grade 3 Large Print Kit		**Grade 8** Answer Documents, pkg-10	
Grade 3 Braille Kit		**Grade 8** CRT Reference Sheets, pkg-10	
Grade 4 Test Booklets, pkg-5		**Grade 8** Large Print Kit	
Grade 4 Answer Documents, pkg-10		**Grade 8** Braille Kit	
Grade 4 CRT Reference Sheets, pkg-10			
Grade 4 Large Print Kit			
Grade 4 Braille Kit			

District Name:_____ **District LEA:**_____

DTC Name:_____ **Phone:**_____

Sample Student Pre-Identification Label

The following provides a key to the information that is printed on the student label. If the student ID number, name, and date of birth on the Pre-ID label are correct, it can be used even if any of the other information is incorrect. If the student ID number, name, or date of birth is incorrect, do not use the Pre-ID label; instead grid all of the information required on the back of the answer document (3–9) or test booklet (K–2).

```
1
2                                     3              4
                                                                          5
6
    LASTNAME, FIRSTNAME M
    SR ID:1234567890        Grade:1    DOB:07/01/2001
    ESI:    LEP:0    F/R:1    HM:N    Gender:F    ETH:0
7   SCHOOL NAME
    DISTRICT NAME                      LEA NUMBER:12345678              9
8
               123456789-3
```

1—Student Name: last name, first name, middle initial

2—State-required ID: a student's identification number issued by the state or a student's Social Security number

3—Date of birth

4—Gender: F = Female; M = Male

5—Ethnic Background:

1	Asian/Pacific Islander	4	Native American
2	African-American	5	Caucasian
3	Hispanic		

6—ESI Codes:

01	AU	autism	07	OHI	other health impairment
02	DB	deaf-blindness	08	SED	serious emotional disturbance
03	HI	hearing impairment	09	SLD	specific learning disability
04	MR	mental retardation (both TMR and EMR)	10	SLI	speech or language impairment
05	MD	multiple disabilities	11	TBI	traumatic brain injury
06	OI	orthopedic impairment	12	VI	visual impairment

LEP:

1—Yes, the student is an LEP student   0—No, the student is not an LEP student

F/R:

1—Yes, the student receives free and/or reduced lunch   0—No, the student does not receive free and/or reduced lunch

Highly Mobile:

Y—Yes, the student is highly mobile   N—No, the student is not highly mobile
(enrolled in school after October 1, 2008)   (did not enroll in school after October 1, 2008)

7—School Name

8—District Name

9—District/School LEA Number   Note: The format of the LEA Number is ordered Region, County, District, School LEA Number. The first number of the LEA Number is your region.

Note: The demographic page is customized for each grade; this sample is a grade K demographic page.

Note: Box 9, REASON NOT TESTED, appears on the inside back cover of the test booklet for grades K–2 and the answer document for grade 9.

9	REASON NOT TESTED
◯	Absent during entire testing days and makeup testing days
◯	Expelled/suspended
◯	Incarcerated
◯	Residential treatment
◯	Juvenile detention
◯	Homebound
◯	Extended hospitalization
◯	Transferred to another district in Arkansas
◯	Moved to a different state/out of the country
◯	Withdrew from school
◯	Completed alternate portfolio
◯	Special Education services for home school/private school
◯	Transferred to home school or private school
◯	SRT

47 46 45 44 43 42 41 40 39 38 37 36 35 34 33 32 31 30 29 28 27 26 25 24 23 22 21 20 19 18 17 16 15 14 13 12 11 10 9 8 7 6 5 4 3 2 1

Note: The demographic page is customized for each grade; this sample is a grade 3 demographic page.

Note: Box 9, REASON NOT TESTED, appears on the inside back cover of the answer document for grades 3–8.

9	REASON NOT TESTED
◯	Absent during entire testing days and makeup testing days
◯	Expelled/suspended
◯	Incarcerated
◯	Residential treatment
◯	Juvenile detention
◯	Homebound
◯	Extended hospitalization
◯	Transferred to another district in Arkansas
◯	Moved to a different state/out of the country
◯	Withdrew from school
◯	Completed alternate portfolio
◯	Special Education services for home school/private school
◯	Transferred to home school or private school
◯	SRT

47 46 45 44 43 42 41 40 39 38 37 36 35 34 33 32 31 30 29 28 27 26 25 24 23 22 21 20 19 18 17 16 15 14 13 12 11 10 9 8 7 6 5 4 3 2 1

ACTAAP
Arkansas Comprehensive Testing, Assessment, and Accountability Program

District/School/Classroom Identification Sheet (Header Sheet)

**Norm-Referenced Testing
Grades K–2 and 9
Augmented Benchmark Exams
Grades 3–8**

INSTRUCTIONS:

Box 1: (Required) Unless pre-printed, print the district and school names where students are being tested.

Box 2: Print the name of the teacher or group with which the group of answer documents is to be identified. This name, which will appear on your score reports, may be a homeroom teacher's name or room identifier. Grid the corresponding bubbles.

Box 3: (Required) Print the region code where students are being tested. Grid the corresponding bubble.

Box 4: (Required) Unless pre-printed, print the LEA number where students are being tested. Grid the corresponding bubbles.

Box 5: (Required) Grid the grade level tested—only one grade level per header sheet.

Box 6: (Required) Print the number of answer documents being returned under this header sheet. Grid the corresponding bubbles. If the number of answer documents being returned is less than 4 digits, zero-fill to the left of the number (for example, 0009).

1 DISTRICT/SCHOOL INFORMATION

District Name

School Name

2 CLASSROOM/GROUP NAME

3 REGION CODE

4 LEA NUMBER

County / District / School

5 GRADE

K 1 2 3 4 5 6 7 8 9

6 PRINT THE NUMBER OF ANSWER DOCUMENTS RETURNED IN THE TOP BOX, THEN GRID THE NUMBER BELOW

Mark Reflex® by NCS Pearson IM-182249-001:654321   Printed in U.S.A.

PEARSON   **District Master File Sheet**   **00002**

Page   1

District Name: Alpena School District
Code: 10501001
Test Coordinator: James Trammell
Address: RT.3, BOX 173
Alpena, AR 72611
Telephone: (479) 437-2220

LEA Number	Building Name	Grade	Number of Groups	Number of Documents
10501001	Alpena Elementary SC			
		K	_____	_____
		01	_____	_____
		02	_____	_____
		03	_____	_____
		04	_____	_____
		05	_____	_____
		06	_____	_____
10501002	Alpena High School			
		07	_____	_____
		08	_____	_____
		09	_____	_____

TOTALS: _____   _____

068059 1406008002 ST00000037 1 1

PROCESS: W1672900-346-00001

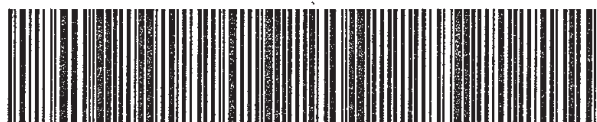51

PEARSON　　　　　　**School Master File Sheet**　　　　　**00003**

Page　1

District Name: Alpena School District
Code: 10501002
Test Coordinator: James Trammell
Address: RT.3, BOX 173
Alpena, AR　72611
Telephone: (479) 437-2220

LEA Number	Building Name	Grade	Number of Groups	Number of Documents
10501002	Alpena High School	07	_____	_____
		08	_____	_____
		09	_____	_____

TOTALS:　_____　_____

068059　1406008003　ST00000037 1 1

PROCESS: W1672900-346-00002

ACTAAP

Arkansas Comprehensive Testing, Assessment, and Accountability Program

Scorable Material Return Verification Form
Augmented Benchmark Examinations, METROPOLITAN8, and SAT 10

April 2009

To Be Completed by the District Test Coordinator

This form must be completed and faxed to Pearson immediately after the scorable material has been picked up. This form will provide a tracking mechanism for you and Pearson should the need arise. This form will also help ensure test security and prompt follow-up should your scorable material not arrive by the expected date.

FAX TO: 888-290-5828

SHIPMENT 1 (SCORABLE MATERIAL)

District LEA #: ☐ — ☐ ☐ — ☐ ☐

District Name: _____

District Test Coordinator's Name: _____

Phone Number: _____

Number of Boxes Shipped: _____

Date Shipped: _____

AC*TAAP
Arkansas Comprehensive Testing, Assessment, and Accountability Program

Non-Scorable Material Return Verification Form
Augmented Benchmark Examinations, METROPOLITAN8, and SAT 10

April 2009

To Be Completed by the District Test Coordinator

This form must be completed and faxed to Pearson immediately after the non-scorable material has been picked up. This form will provide a tracking mechanism for you and Pearson should the need arise. This form will also help ensure test security and prompt follow-up should your non-scorable material not arrive by the expected date.

FAX TO: 888-290-5828

SHIPMENT 2 (NON-SCORABLE MATERIAL)

District LEA #: ☐ — ☐☐ — ☐☐

District Name: _____

District Test Coordinator's Name: _____

Phone Number: _____

Number of Boxes Shipped: _____

Date Shipped: _____

SECURE MATERIAL TRANSFER FORM

ACTAAP
Arkansas Comprehensive Testing, Assessment, & Accountability Program

Examination:

District LEA #:

Name of District Transferring:

No. of Test Booklets and/or secure *Test Administration Manuals* Transferred:

Security ID Number(s) Transferred:

Signature of Sender:

Date:

Examination:

District LEA #:

Name of District Receiving:

No. of Test Booklets and/or secure *Test Administration Manuals* Received:

Security ID Number(s) Received:

Signature of Receiver:

Date:

Instructions: Each district shall retain a copy of this form. A copy shall be faxed to ADE at (501) 682-4886 and to Pearson at 888-290-5828, ATTN: Arkansas Management Team. Both districts must place a copy of this Secure Material Transfer Form with the School Security Checklist in the Non-Scorable Material Return Shipment.

Questions Regarding the CRT and NRT Components of ACTAAP

Use this form to record any questions you have regarding the Spring 2009 CRT and NRT Examinations that were not addressed during the Pre-Assessment meeting. All questions related to test materials and processing should be forwarded to Pearson. All questions related to the program should be forwarded to the Arkansas Department of Education.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Return this form to the Pearson representative during the workshop or mail/fax this form to:

Whitney Woods	Dr. Gayle Potter, Associate Director
Customer Support Center	Curriculum, Assessment, and Research
Pearson	Arkansas Department of Education
905 West Howard Lane	4 State Capitol Mall, Room 106A
Austin, TX 78753	Little Rock, AR 72201-1071
Phone: 800-763-2306	Telephone: 501-682-4558
Fax: 888-290-5828	Fax: 501-682-4886

ACTAAP

Arkansas Comprehensive Testing, Assessment, and Accountability Program